

Building/Grounds Committee Responsibilities

The responsibilities of the Building Committee are as follows. The Chair of the committee will fulfill and/or facilitate these expectations.

1. Plan, organization, and supervise all-congregation work days, usually one in the fall and one in the spring. Additional workdays may be held as necessary, particularly in the event of major remodeling projects.

2. Take care of all needs associated with the building and grounds, e.g:

- *painting

- *remodeling

- *heating, air conditioning, and plumbing repairs

- *roof repairs, ice dams

- *assess and attend to building safety concerns, including security, utilities, and fire regulations

- *provide care and upkeep of lawn, shrubs, and flower gardens; provide snow removal

- *purchase cleaning supplies and consumables used in normal operation of building

- *provide minor maintenance such as light bulb replacements, basement floor scrubbing and waxing

- *communicate with the UU Board regarding large purchases or remodeling projects

- *be available for emergency or non-emergency contact regarding any building and grounds issue

- *prepare a year-end annual report for UUC's Annual Meeting and a proposed budget for the following year

Sept. 2001