

Building and Grounds

Borderlands Unitarian Universalist

Authority

The Building & Grounds Committee is established by the BUU Board and the Committee will elect its own Chairman. The Minister will also participate as an ex-officio member. One member will serve as the BUU representative to the Amado Territory Ranch Organization.

Responsibilities and Duties

- Oversight of the building and grounds to assure cleanliness and appropriate functioning, working closely with the Custodian, who attends and participates in meetings. Assurance of the security of the building and its contents and the grounds.
- Submission of an annual budget request for the next fiscal year, management of the allocated budget, approval of invoices and requisitions and monitoring of expenditures on a monthly basis as reported to the Treasurer.
- Establishing and monitoring contracts with outside vendors necessary for the optimal functioning of the church and its systems, including:
 - a. Regular garbage and trash pick-up service
 - b. Outside pest control services as needed
 - c. Regular roof inspection and coating
 - d. Monitoring and repair of heating/cooling systems
 - e. Maintenance and servicing of septic system
- Development of an ongoing Capital Reserve and Replacement Plan identifying the useful life, remaining years of life, current average cost and expected future costs of replacement for the major systems and elements of the building.
- Development an annual review of 3-5 Year goals and plans for capital Improvements to the building and grounds. Specific proposals identified in the plans, including detailed cost estimates and project timelines for completion, must be approved by the Board before the bidding process and prior to bid award.
- Establish and make available emergency non-medical response procedures for appropriate handling of sudden events, such as heating or cooling breakdowns, major roof, bathroom, water/plumbing leaks, electrical malfunction, fires, flooding, vandalism or break-ins, wind, or storm damage.

- The Building & Ground Committee reports to the Board of Directors and works closely with the Minister and the Custodian.

** This policy supersedes any pre-existing policy

Adopted March, 2024