

**UUFSD Policy and Procedure Document****Policy ID: 460****Title: Buildings and Grounds Committee**

Date Approved: December 14, 2008 by the Board of Directors

**Purpose**

To ensure that the buildings and grounds of the Fellowship are maintained in good order for the regular services and other activities that occur on the site. For this purpose, the Buildings and Grounds Committee (UUBG) has primary responsibility for planning, oversight, and execution. The committee:

- Is composed of a steering committee consisting of the Chair, the UUFSD Board liaison, and other volunteers with expertise and interest in UUBG.
- Conducts work parties on a regular basis to perform maintenance, repairs, and improvements to the UUFSD site.
- Prepares an annual budget and monitors expenditures to ensure that the funds granted by the Board are used in a fiscally responsible manner.

**Policy**

An individual or committee may request UUBG to perform a work party activity, repair, or site maintenance. The steering committee reviews each proposal and recommends appropriate action.

Although no specific background is required, it is desirable to have members with the skills needed to do the work of the committee (carpentry, electrical work, plumbing, gardening, and related areas).

Except as outlined below (see "Cases requiring approvals"), the Building and Grounds Committee has the authority do any repairs or maintenance it deems necessary. This includes all regular grounds maintenance and all normal buildings repairs, renovations and painting.

Cases requiring approvals:

- Before proceeding, the UUBG obtains approval from the Design Review Committee for any activities that would fall under that committee's mission. These would generally be new building projects or major remodels. (For details, see policy #450.)
- Before proceeding, the UUBG obtains approval from the Board of Directors for any activities that would exceed the approved UUBG budget.

**Procedure**

Procedure for Requesting a work party activity, repair, or site maintenance:

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| Originator (individual or committee requesting a work party activity, repair, or site maintenance) | 1. Contacts the UUBG chair or other steering committee member to request that a work party activity, repair, or site maintenance be performed.  |
| UUBG Steering Committee  | 2. Decides how, or whether, to perform the task, the budget required, and assigns the task its priority.<br>3. Communicates the recommendations of the UUBG steering committee to the originator.   |
| Originator   | 4. Either accepts the recommendation, or asks the committee to reconsider with additional facts. If the originator is unable to come to agreement with the recommendation, after a good faith attempt to do so, they may appeal the UUBG steering committee’s recommendation to the Board of Directors. |
| Board of Directors   | 5. Considers any appeals from originators who were unable to come to agreement with the UUBG.   |