

## **Building Committee Charter – Approved 16 March 2011**

**Purpose:** The Building Committee is a standing committee defined in the bylaws and is responsible for the maintenance, repair, safety, appearance and cleanliness of the building. The Building Committee is also responsible for supervising janitorial service for the Fellowship.

**Leadership & Members:** The chair of the Building Committee is elected or appointed as defined in the bylaws. The chair recruits other committee members to support the work of the committee. Per the bylaws, the Minister and President are ex-officio members of the Committee.

**Meeting Schedule:** Meetings are held as needed. Meetings may take place via email or other electronic means.

**Objectives and Specific Duties:** The activities of the Building Committee including the following:

- Inspect and maintain fire protection equipment (alarms, extinguishers) as required by Newport News Fire Marshall
- Contract for, and supervise janitorial services. Supervision may be assisted by the fellowship administrator
- Contract for, and supervision of heating and cooling system maintenance services
- Regular inspection and replacement of heating system filters
- Contract for and supervision of annual termite inspection
- General maintenance and repair of building and systems including plumbing, electrical, lighting, kitchen appliances, windows, exterior and interior walls and kitchen
- Responsibility for the general appearance, esthetics and décor of the Sanctuary and Annex buildings. The Building Committee with support the Sunday Services committee with the decoration of the Sanctuary for services.
- Provide a convenient means for congregation members and staff to report maintenance items to the committee
- Maintenance of building inspection and maintenance records, including service contract records

**Budget and Spending Authority:** As a standing committee the chairperson of the Building Committee may authorize payment of Fellowship funds within its budget.

### **Reporting Requirements:**

1. Yearly report to Policy Board for annual report
2. Monthly report to Council of Committees

### **Authorities Reserved to the Board:**

1. The Policy Board approves the Committee's charter and working budget.
2. The Building Committee shall advise the Policy Board on the need for new or revised policies in regard to building issues.