

## **Building and Grounds Committee**

October 20, 2010

The Building and Grounds Committee of St. Jerome's Church works together with the Pastor and is responsible for the proper management, maintenance, and repair of buildings, grounds, and equipment: including supplies, insurance, and custodial supervision.

- Assure that the facilities are kept clean, sanitary, safe, and in good repair and appearance.
- Ensure that the heating, plumbing, mechanical, AV, and electrical systems of church properties are properly maintained and operating efficiently.
- Provide for emergency repair/maintenance contracting.
- Manage the purchase of maintenance supplies, striving for economy and quality.
- Assume the responsibility for custodial supervision.
- Ensure that the sanctuary and facilities are routinely and properly prepared for all worship services.
- Keep current asset inventory and develop a replacement and disposal schedule.
- Solicit bids for new building projects for Finance Councils review and approval.
- Solicit building insurance proposals and help coordinate claims.
- Provide for building storage and security as needed.
- Work together with Finance Committee to authorize maintenance expenditures.
- Prepare an annual budget based on known current needs and a 5 year plan for approval by the Finance Committee.
- Report activities to Parish Council.