

PROPERTY COMMITTEE CHARTER  
(Effective Date: April 1995)

I. NAME OF COMMITTEE: Property Committee

II. GUIDING RATIONALE: Proper attention to our physical facilities provides an environment which enriches the experiences of both members and visitors.

III. PURPOSE OF THE COMMITTEE: The purpose is to provide for the maintenance, improvement, and security of all UUCSS property, and to provide liaison with the Silver Spring Nursery School.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE:

The committee shall consist of 5 to 10 members appointed by the Committee Chair in consultation with the Volunteer Placement Committee. Each committee member shall serve for two years.

The Committee Chair shall be appointed for a term of two years by the Vice President (Programs) and ratified by the Board of Trustees.

V. FREQUENCY OF MEETINGS: The committee shall have a minimum of three meetings during each year.

VI. SPECIFIC TASKS AND REPORTING SCHEDULE:

A. The Chair or the designated representative shall attend the Program Council meetings.

B. Assure that all maintenance and repair of buildings and associated systems and contents is performed.

C. Take responsibility for mowing of lawns and removal of snow and ice.

D. Initiate contracts for custodial, maintenance, and trash removal services as required.

E. Assure proper insurance is in force.

F. Manage distribution of keys.

G. Work with the Landscaping Committee in coordinating Spring and Fall all-church cleanup work days.

H. Work with the Arts Committee to plan a schedule for painting.

I. Submit a grassroots budget in May.

J. Prepare an Annual Report for the Congregation.

VII. RESOURCES

A. The Congregational Handbook, UUA, available in the church office.

B. As-built drawings, manufacturers' installation/operation manuals, and other documentation supplied by the architect,

construction contractors and vendors, copies of which are kept in the file cabinet in the Property Committee closet.