

# BUILDING COMMITTEE CHARTER

*Revised charter: Approved by Board of Trustees 12/05/2007*

*Original charter: 8/28/1991*

The Building Committee, in collaboration with the staff, is responsible for assuring that the structure, systems, equipment and facilities of the River Road Unitarian Universalist Congregation building are properly maintained, replaced and rehabilitated, consistent with the architectural integrity and historic character of the building, in order to meet the needs of the Congregation.

In order to accomplish this mandate, the Committee shall:

## Maintain the building

- Together with Congregation staff and other relevant committees, develop a regular and continuing scheduled maintenance program.
- As part of the annual budget process provide the Board of Trustees through the Finance Committee with an estimate of the cost of carrying out scheduled and unscheduled building maintenance for the coming budget year.
- Assure that the scheduled maintenance program is implemented consistent with the resources made available.
- Together with Congregation staff, review and update the scheduled maintenance program annually.
- Monitor and review unscheduled maintenance required, based on records kept by Congregation staff, and assure that adequate maintenance is carried out in a timely fashion.
- Assist Congregation staff, as requested, in determining whether specific maintenance actions should be performed in-house or by contractors.
- Assist Congregation staff, as requested, in identifying and contracting with firms to conduct maintenance activities.

## Replace and rehabilitate equipment, systems, and facilities

- Conduct an inventory of the capital assets of the building, including state of repair, expected life, and projected date and cost of replacement or rehabilitation of each asset.
- Create and present to the Board for approval a 20-year building capital replacement and rehabilitation program.
- As part of the annual budget process provide the Board of Trustees through the Finance Committee with an estimate for building capital replacement and rehabilitation for the coming budget year.
- Assure that the building capital replacement and rehabilitation program is implemented, with the advice of and in concert with Congregation committees and staff affected, and consistent with the resources made available.
- Together with Congregation staff, review and update the building capital replacement and rehabilitation program annually to maintain a 20-year projection.

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## Improve the building

- Working with the Board of Trustees, Congregation committees, and Congregation staff, on an ongoing basis solicit and collect suggestions for improvements to the building to enhance its attractiveness, convenience, efficiency, operations, and environmental impact.
- Propose potential improvements to the building to the Board of Trustees and advise the Board on setting priorities in funding these enhancements.
- Implement the improvements as approved and funded by the Board of Trustees with the advice of and in concert with Congregation committees and staff affected.