

TITLE: Building and Grounds Committee	NUMBER: F-2
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BUILDING AND GROUNDS COMMITTEE

SCOPE:

The Buildings and Grounds Committee ensures the repair and maintenance of St. Stephen's buildings, equipment, general property and grounds as necessary for the safety, security and mission of St. Stephen's and its parishioners.

COMPOSITION:

The Buildings and Grounds Committee includes a Chair and at least two other members. One committee member must be a current Vestry member.

RESPONSIBILITIES:

1. The Committee ensures the functionality of St. Stephen's buildings, property and equipment by:
 - a. requiring routine facility inspections, as well as preventative and other routine maintenance and upkeep
 - b. managing contracts associated with the foregoing tasks (e.g., elevator inspection and maintenance, lawn services, etc.).
2. The Committee routinely reports the status of inspections, maintenance, and contracts to the Rector or his/her designee.
3. The Committee identifies and communicates the needed non-routine maintenance, repair, upgrade, and/or replacement projects at least annually and in time for inclusion in the next year's budget.
4. The Committee evaluates proposed plans that affect the appearance of the church and all exterior property.