



Policy on Building & Grounds Improvement Projects

August 2017

Purpose: To establish roles, responsibilities, and priorities for building and grounds improvement projects at Peoples Church.

I. Roles and Responsibilities

A. Operations Coordinator

1. Receives all proposals for building/grounds projects (BGPs).
2. Approves or disapproves those projects with estimated costs of under \$500.00, taking into consideration whether said projects support the Peoples Church Mission.
3. Relays all other proposals to Board of Trustees.
4. Stays in regular contact with Building and Grounds Team (see 1B) to ensure regular maintenance is not affected if proposed project is approved.

B. Building and Grounds Team

1. Summarizes status of all BGPs in monthly update to Operations Coordinator (OC).
2. Confers with OC to adhere to maintenance schedule.
3. Works as needed with PCUU congregants completing approved do-it-yourself projects.

C. Board of Trustees

1. Establishes priorities for proposed projects.
2. Approves/disapproves projects with estimated costs of \$500.00 or more, taking into consideration whether said projects support the mission of Peoples Church.
3. Reviews progress reports on BGPs as provided by the OC.

D. Involved Congregants

1. Anyone noticing work that would benefit the buildings and/or grounds of PCUU may submit a proposal using the Proposal for Building and Grounds Projects form (see Appendix A).
2. Submissions will only be accepted from people willing to help do the actual work or recruit members of a work team.

II. Priorities Used to Evaluate Project Proposals

A. Funds will be allocated in the following priority order:

1. Safety
2. Structural soundness
3. Cost savings
4. Convenience
5. Aesthetics

Version Information

V1: written and approved by the Board of Trustees, August 2017