

POLICY NAME: Maintenance and Repair of Church Property

1. Purpose

- 1.1. This policy is required to ensure the maintenance and repair of Deer Lake United Church and its property.

2. Scope

- 2.1. This policy applies to the DLUC Stewards Committee, DLUC congregants, staff and tenants.

3. Policy Statement

- 3.1. The Stewards Committee is responsible for the physical stewardship of the DLUC land, buildings and property. It shall
- 3.1.1. Ensure all fixtures, furniture and equipment are maintained in good working order.
 - 3.1.2. Keep accurate records relating to the DLUC building: building plans, appraisals, maintenance and repair records, renovation records, etc.
 - 3.1.3. Advise the Trustees of asset purchases exceeding \$500, for insurance purposes.
 - 3.1.4. Act as contractor on any project involving maintenance and repair, or seek professional help to do so.
 - 3.1.5. Solicit help from qualified DLUC congregants to ensure that work is completed in a satisfactory manner at a reasonable cost.
 - 3.1.6. Liaise with the DLUC Caretaker to identify items needing attention.
 - 3.1.7. Implement and maintain accurate rental agreements for all approved tenants.
 - 3.1.8. Organize an annual spring cleaning of the DLUC buildings and grounds.
 - 3.1.9. Communicate to the DLUC Board recommendations concerning the on-going operation of the DLUC buildings.
 - 3.1.10. Submit an annual budget to the DLUC Board.

4. Definitions

- 4.1. **Maintenance & Repairs Coordinator:** A member of the Stewards Committee who organizes projects involving maintenance and repairs of DLUC property. There may be one or more such members on the Stewards Committee.
- 4.2. **Property:** Any item belonging to DLUC or being purchased by DLUC on a payment plan. Typical items that persons might wish to use or borrow are tables, chairs, coffee percolators, dishes, cutlery, audio/visual equipment, etc.
- 4.3. **Stewards Chairperson:** The member of the Stewards Committee who organizes budgeted projects, prepares records, liaises with the Board, liaises with the Caretaker and liaises with the Stewards Tenant Coordinator.

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Stewards Committee Chairperson

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2006/06/20]

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- 4.4. **Supplies Coordinator:** A member of the Steward Committee who organizes and orders cleaning supplies for the Caretaker.
- 4.5. **Tenant Coordinator:** A member of the Stewards Committee who oversees rental agreements, the rental fee schedule, rental increases, and all tenant inquiries

5. Responsibility / Owner

- 5.1. The Stewards Committee Chairperson is responsible for ensuring that this policy is kept up-to-date and is adhered to.

6. Legislative Context / External References

- 6.1. None.

7. Associated Documents / Internal References

- 7.1. Policy GEN003 Use of Church Property
- 7.2. Policy GEN004 Use of Church Computers
- 7.3. Policy MUS002 Sound System
- 7.4. Policy TRS003 Trustees Oversight of the DLUC Insurance Program.
- 7.5. Policy TRS004 DLUC Building & Contents Valuation for Insurance Purposes.

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