

Subject: **REPORTING & CORRECTING REPAIR AND
MAINTENANCE NEEDS**

POLICY

From time to time, facilities at the church will require repair and maintenance. Repairs are classified into one of three categories: 1. Emergency, 2. Urgent and 3. Routine.

Emergency Repairs must be made immediately to permit safe operation and to prevent damage to Church property. The Staff person discovering the emergency is responsible for contacting a contractor to arrange for the immediate repair and to notify the Junior Warden of the problem and action taken.

Urgent Repairs are those which do not need to be corrected immediately to prevent damage to the Church property but must be corrected in the near future. The Program Council Grounds and Maintenance Representative is, when notified by the individual reporting the need, responsible for obtaining the necessary resources, either through Church volunteers or an outside contractor, to complete the repairs. The individual discovering the needed repair must contact the Program Council Grounds and Maintenance representative by either email or phone call.

Routine Repairs are those which do not require immediate attention. A clip board located next to the Utility Room in the Fellowship Hall is available to record observed maintenance and repair needs. The Junior Warden will review this list weekly. Minor repairs will be handled by volunteers scheduled by the Program Council Grounds and Maintenance Representative on an as available basis, during a "Church Work Day" for these tasks, or by hiring a contractor to complete the work.

A **Master List of Repairs** spreadsheet will be maintained by the Junior Warden to document all reported repair needs, responsibility for repairs, current status, cost and comments. The spreadsheet will be a Google Doc on the internet accessible by staff and Vestry members. The spreadsheet will provide a current listing of repair tasks and an annual summary of repair activities that take place on the church campus.

PROCEDURE

Emergency Repairs

1. The staff member determining that an immediate repair is needed to permit safe operation and prevent damage to church property becomes responsible for initiating the repair(s).
2. The individual should refer to the "Maintenance Spreadsheet" or the Treasurer's Vendor Account "Quick Report" to determine past contractors used for these type repairs and contact the contractor to arrange for immediate action.
3. The individual must email or call the Junior Warden to advise him/her of the problem and the action taken.
4. The Junior Warden will advise the Program Council Grounds and Maintenance Representative (by email or phone) and determine if the Representative should be on site to provide oversight and direction during the repair.

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PROCEDURE (Continued)

Urgent Repairs

1. The staff member determining that a repair or maintenance is needed but does not pose an immediate danger to safe operation or damage to church property will notify the Program Council Grounds and Maintenance Representative of the repair need.
2. The Program Council Grounds and Maintenance Representative will maintain a list of congregation members with specific skill sets who could be utilized to complete the needed repairs or, if necessary, hire an outside contractor to make the needed repairs.
3. The Program Council Grounds and Maintenance Representative will notify the Junior Warden of the repair need and the action planned. The Junior Warden will enter the information into the Maintenance Spreadsheet.
4. The Program Council Grounds and Maintenance Representative will notify the Junior Warden of the status of the task so that the Maintenance Spreadsheet information will be "up to date".

Routine Repairs

1. Routine Repairs are the responsibility of the Program Council Grounds and Maintenance Representative (PCG&MR).
2. The PCG&MR will either fix them him/herself or get individuals with the right skills to make the repair.
3. If no individual(s) are available, the PCG&MR will hire a contractor to make the repairs.
4. The Junior Warden in conjunction with the PCG&MR will periodically schedule a "Church Work Day" for the purpose of completing the routine (minor) repairs that have accumulated over the period since the last "Church Work Day".