

SUUC Buildings & Grounds Overview

Keeping the facilities at SUUC in good working order is essential. This overview describes the tasks required to make this a reality.

The overview is not intended to supplant SUUC policies. It is intended to provide visibility into the broad range of tasks required to keep the physical facilities of SUUC in good working order and to provide comfortable and attractive spaces for SUUC members and renters. It primarily describes what needs to be done rather than how. The overview may be modified at any time to further amplify and clarify its purpose.

Buildings & grounds activities and responsibilities may be organized in five general areas consisting of:

- 1) Communication, Planning, & Coordination.
- 2) Operations
- 3) Maintenance & Repairs
- 4) Improvements
- 5) Financing Projects and Tasks.

1. Communications, Planning & Coordination

Description	Number People	Time Needed	Frequency	Person(s)
The focal person (B&G chairperson) manages information and communications for maintenance of the building and grounds of the Shoreline UU Church. He/she will interface with the office administrator to resolve trouble calls by notifying the relevant person(s).	1	8 hours month	Ongoing	
Buildings & grounds volunteers will communicate closely with the administrator, B&G chair and other volunteers. This is necessary to plan, coordinate, and prioritize tasks. Communication with the board is normally done via the board liaison person. Phone and email are suitable means . . .				

2. Operations

Description	Number People	Time Needed	Frequency	Person(s)
<p><u>Supplies.</u> Non-office supplies including detergents, soaps, paper products for bathrooms must be replenished periodically. We attempt to use environmentally friendly non-allergenic products whenever possible.</p>	1 person	1.5 hours month	Every 3 months	
<p><u>Dishwasher chemicals.</u> Periodically check (every 3 mos) dishwasher chemicals and refill as needed. Chemicals are in the utility room next to the nursery. When these 5 gallon buckets are empty, obtain new ones at Restaurant Supply on 147th & Aurora.</p>	1 person	1 hour	Check every 3 months Shop every 2 years	
<p><u>Weekly Vacuum & Cleanup.</u> These tasks are currently done on Saturdays by the primary janitorial person and part time assistant on Sunday PM.</p>	Handled by janitor			
<p><u>Carpets.</u> Check carpets occasionally for spots and spot-clean as necessary. We have a do-it-yourself carpet cleaner in the tool shed.</p> <p>Every year at the end of the summer we hire a professional cleaner to do a thorough job on chapel & sanctuary carpets. His phone number is 1-(800)-A Rose4U (no kidding). It is posted in the utility room.</p>	1 person	1 hour	Check every 10 weeks	
<p><u>Garbage.</u> The garbage collection is done by 'CleanScapes'. They take both garbage and recyclable materials. The janitorial staff takes out the garbage to the toters by the street on Saturdays. It is collected every Friday. Sometimes we have rentals that generate larger than usual amounts of garbage and when the cans are overflowing, the local crows can make a mess of it. To save on monthly costs, we don't use a dumpster. So far this has been successful.</p>	1 person	5 minutes – take home extra garbage	Every week	
<p><u>Yardwaste.</u> We don't subscribe to a yardwaste service. Compostable yardwaste is piled back near the utility shed. Non-compostable yardwaste is piled and taken to the transfer station when the amount warrants.</p>	1 person Need truck to dispose of yard waste	4 hours – take home compostable yard waste	Twice a year	
<p><u>Windows.</u> Cleaning the windows is usually done at each spring and fall work party or as conditions warrant. It takes two persons a number of hours to complete this task.</p>	2 people	3 hours each	Twice a year	

Description	Number People	Time Needed	Frequency	Person(s)
<p><u>Lighting.</u> Lights periodically require attention, mostly to replace burned-out bulbs. Bulbs in all of the buildings except the dimmable spotlights are of a fluorescent type. Bulbs in the parking lot light fixtures are metal halide bulbs. Parking lot lights are controlled by a timer in the utility room.</p> <p>If the power goes out, the clock in the timer might need to be re-set. A supply of bulbs is kept in the kitchen cabinet just above and to the right of the stove. Other lighting supplies such as ballasts and test fixtures are kept in a cabinet above and to the right of the refrigerator. Other places to look for bulbs are in the tool shed and in the sanctuary utility room next to the nursery.</p>	<p>2 people</p> <p>Need skill</p>	<p>1.5 each</p> <p>Replace bulbs</p> <p>Reset timers</p> <p>Check/buy supplies</p>	<p>Every month</p>	
<p><u>Keys.</u> Access to the buildings is provided with a set of 'mastered' keys. There are two masters; one opens everything in the sanctuary and the other opens everything else. Only the buildings and grounds chair and the administrator will have master keys. Frequent users may have keys that provide access to the places they need access to. Keys are also kept in lock boxes with combinations. Occasional users will be provided only the combination of the lock-boxes containing the keys they need. These boxes are located at the sanctuary and chapel front doors. There are also lock boxes in the conference room and the utility room. The administrator and B&G chair have computer files that contain the pin numbers for each of these mastered locks and the combinations for each of the lock boxes. Bulger Safe& Lock in Lake City is a highly qualified locksmith.</p> <p>This keying and access method described limits the number of keys required and also reduces the possibility that the locks all be re-keyed in the event of a security violation such as a burglary. The cost of such re-keying can exceed \$500 and must be avoided.</p>	<p>1 person</p>	<p>1 hour – New keys</p> <p>access info to renters</p>	<p>Every 3 months</p>	
<p><u>Heating.</u> Heating of the sanctuary and other buildings is done only during periods of use. The chapel has an electromechanical timer that controls the heat on-off times a week in advance. The same is true for the back portable. The sanctuary has three separate programmable thermostats. One is in the nursery, another is in the main sanctuary hall and the third is in the conference room. It controls heat in the offices. These thermostats are programmed weekly according to the usage schedule provided by the administrator. Since heating costs are significant, the bills from the gas and electric company should be monitored two or three times a year to verify that the heating system is working properly. (see also 'utilities').</p>	<p>2 people</p>	<p>¾ hours</p>	<p>Every week</p>	

Description	Number People	Time Needed	Frequency	Person(s)
<p><u>Power Outage.</u> Power outages might require that the clocks in the thermostats be re-set. The back portable, north portable, and chapel all have electromechanical clocks. Also the clocks need to be re-set at the transition to and from daylight saving time.</p> <p>The fire doors between the kitchen and the hall and sanctuary will automatically close if there is a power interruption. The tools and instructions for re-establishing these doors in their open positions re located on top of their housings. You'll need to get on a kitchen stool or small step ladder and find them. The whole process takes about 10 minutes. This is mandatory and it is the only safe way to re-open these doors.</p>	1 person	1 hour	Twice year	
<p><u>Furnaces.</u> There are gas furnaces in the utility room, the storage room, and the RE office. The furnaces generally require servicing every 3 years & the filters must be removed and cleaned every 6 months. The filters are removed & hosed off outside. Then replace them after they are reasonably dry. Other servicing of the furnaces should be left to a skilled tradesman.</p>	1 person	¾ hour – Clean filter	Twice year	
<p><u>Kitchen.</u> A couple of volunteers normally keep the kitchen in good order and they will establish the rules for good operation. This room is heavily used and it must be kept clean, well organized, and properly supplied. Kitchen helpers should check the levels of the dishwasher chemicals under the sink every 3 months or so. When they fall below the 1/3 level, replenish them from the buckets of chemicals in the utility room next to the nursery.</p>	2-3 people Work Party twice a year	2 hours – Establish rules/maintain order. Check dishwasher chemicals every 3 months	Every 3 months	
<p><u>Bathrooms.</u> Weekly cleaning of the bathrooms is done by the janitorial persons. Replenishment of paper supplies, hand soap, etc. is done by a SUU volunteer. Paper products are kept in cabinets in the bathrooms. In the chapel, they are kept in cabinets in the hall and/or in the kitchen.</p>	Janitor cleans bathrooms.			
<p><u>Utilities.</u> Gas service, electric service, water, sewer, and garbage collection are significant expenses to the church costing roughly a total of \$5000 each year. These costs must be monitored closely. (see also heating above).</p>	1 person – Get copies of utility bills	1 hour	Three times year	

3. Maintenance and Repairs

Description	Number People	Time Needed	Frequency	Person(s)
<p><u>Landscaping.</u> The grounds have been maintained by numerous volunteers. Some of them have 'adopted' specific areas that fit their interests and skills. For example, lawn mowing, tree and shrub pruning, weeding, watering are done by separate volunteers. And they do these things on their own schedule when they are sufficiently motivated. Except perhaps for mowing, there is no particular schedule. Since a fairly large amount of landscaping work must be done in the spring and fall seasons, we organize Saturday work parties usually late March and in October.</p>	<p>7-8 people The more the merrier – Work parties</p>	<p>2-4 hours</p>	<p>Work parties – two or three times a year.</p>	
<p><u>Irrigation.</u> While the landscaping consists mostly of native drought-tolerant plants, there is a need for some watering during the driest summer months. The grounds have an automatic irrigation system that provides adequate water. The controls for this system are in the utility room. The timer clock must be set when the system is turned on at the beginning of summer or after power outages. Not all of the grounds have automatic irrigation and some areas must be hand-irrigated. For example, the 'islands' in the parking lot and the north property line. This is done by dragging a hose around to the areas that need water. Most areas need water only about once a week. Turn the system on at the end of June and then off again in mid September.</p>	<p>1 person</p>	<p>1 hour</p>	<p>Check once a month in the summer</p>	
<p><u>Roofs and Gutters.</u> The roofs need to be periodically checked and cleaned if necessary. The gutters, while some of them have screens, accumulate a buildup of pine needles and debris from the trees. They must be cleaned at least twice during the fall-winter season. Moss grows on the shingles not receiving much sunlight and must be periodically (once a year) treated by spraying them with a moss-preventer such as zinc salts. Pressure washing is an unacceptable means of removing moss from roofs. It damages the shingles and may necessitate their premature replacement.</p>	<p>2 people</p>	<p>2 hours each person/each time</p>	<p>2-3 times year</p>	
<p><u>Building Exteriors.</u> The building exteriors don't normally need maintenance unless they experience damage from the weather or moisture. Painting is required occasionally and the chapel and north portable have not been painted for many years. Repainting these buildings is necessary.</p>	<p>3-4 people</p>	<p>1 day</p>	<p>As needed.</p>	
<p><u>Chapel Access</u> -Steps, porches, and the chapel wheelchair ramp also require attention. These structures are made of treated wood and can experience rotting. Consequently they may require periodic replacement of treads and</p>	<p>1 person</p>	<p>2 hours</p>	<p>Check once a year</p>	

Description	Number People	Time Needed	Frequency	Person(s)
risers. The railing on the chapel entry stair currently needs to be repaired.				
<u>Parking Lot.</u> a) The parking lot requires cleaning on a seasonal basis. Debris from trees accumulates here.	1 person	2 hours	3 times in winter	
<u>Parking Lot.</u> b) The striping in the parking lot is also worn and must be repainted.	1 person (could be H.S. community service project).	3 hours	Once every 4 years	
<u>Parking Lot.</u> c) A sign in the parking lot has a broken post. This must be repaired or replaced.	1 person – Could be HS community service project	1.5 hours	Once	
<u>Vandalism Damage.</u> The access doors to the storage area under the old office portable (Thomas' old office) have been damaged. Also the entry lockset to the tool shed is damaged. These must be repaired.	1	2 hr	Once	
<u>North Portable Heating.</u> Recent modifications to the north portable to accommodate a potential renter have reduced the effectiveness of its heating system. This system must be retrofit back to its original configuration to allow it to be automatically programmed again. Parts are already available.	1 skilled electrician	3 hours	Once	
<u>Parking Lot Lights.</u> Two of the lights in the parking lot frequently burn out expensive bulbs – the northeast one and the one adjacent to the north portable. Ballasts might need to be replaced. Long ladder required.	2 people req'd, one a climber	2 hours	Once a year	

4. Improvements

Description	Number People	Time Needed	Frequency	Person(s)
Signage. The church sanctuary still needs a permanent sign at its entry. The board should adopt this as a high priority.	Board Decision			
Replacement of window in the chapel foyer. The window has already been purchased and is stored in the north portable.	2 people			Bruce Tony
Curtain or screen inside north portable. A fabric screen or curtain should be hung in the west side of the north portable to provide visual separation between the area used for storage of materials and the meeting-classroom area..	1 person	2 hours	Once	
North Portable Interior Painting. This project was under way in summer 2008 and discontinued. It will improve the appearance of the space.	2 people	2.5 hours	Once	
Youth (East) Portable Wiring. There is only one pair of electrical outlets in this portable. At least two outlets should be added in here to prevent the use of unsafe extension cords. Materials have been purchased for this project. It requires a person with EMT wiring skills.	1 person with skilled EMT wiring	4 man hours	Once	
Screen for garbage cans. A low fence should be built to improve the aesthetics where the garbage and recycling cans are kept by 1 st Ave NE. No funds have been made available for this yet.	1 person	5 hours	Once	

5. Financing Projects and Tasks.

Projects, tasks, and supplies requiring funding by the church must be approved by the Buildings and Grounds Chairperson. In addition all projects meeting the criteria for a 'significant change' (cost and magnitude), must be approved by the board prior to their being undertaken.

Funding B&G expenses follows this sequence:

- a) Annual budget identifies amounts for maintenance, supplies, & new equipment.
- b) Expenses must be submitted to and approved in advance by the B&G chair to ensure that adequate funds are available.
- c) Significant change requests are submitted to the board for projects exceeding the required threshold.
- d) Expenses are normally incurred by purchasing goods or hiring a professional or a tradesman.
- e) Persons incurring expenses must submit a 'Check Request Form' to be reimbursed. These forms can be obtained from the administrator. When the form is completed, submitted, and signed, a check will be drafted and sent to the person submitting the form.

Summary. This overview is not intended to supplant SUUC policies. Rather it is intended to provide visibility into the broad range of tasks required to keep the physical facilities of SUUC in good working order and to provide comfortable and attractive spaces for SUUC members and renters. This overview may be modified at any time to further amplify and clarify its purpose.

Original draft: Thomas Beeler, Feb, 2009.

Revised: B. Rader, March 20, 2009

T. Beeler, March 27, 2009