

UUTC FACILITIES TEAM OPERATING GUIDELINES

2017 Edition - Adopted 9/6/17

Function:

The Facilities Team provides a welcoming building and grounds environment where church members and visitors may experience beauty, serenity, and worship or quiet contemplation in surroundings created with respect for the integrity of our earth and its local ecosystems.

The Team is responsible to the Minister.

Membership:

Members of the Team can be Members, Friends or Visitors. Team members may serve unlimited terms.

The Leaders of the Team must be Members or Friends of UUTC. Team Leaders may serve in that role no longer than 3 years without a break in leadership service of at least 2 years. Additionally, when a Leader steps down from a leadership role, (s)he will be ineligible to serve as a member of that Team for one year.

The Minister either will appoint the Team Leaders or will direct the Team to choose its own Leaders. The Team Leaders and Minister will work together to recruit Team members.

Generally, Team members may simultaneously serve as members of other Teams, members of Board Committees, members of the Council (GMAC), members or officers of the Board, and/or as members of the Nominations Committee. However, Team Leaders may not serve concurrently as Leader of another Team, Chair of a Committee, as a Council member, or as Board President.

Responsibilities:

The Facilities Team is charged with the management and maintenance of UUTC buildings and grounds in accordance with the selected palette. The authority for cleanup, restoration, and potential new uses of UUTC buildings and grounds rests with Board policy and with the Facilities Team. Any and all direction over what happens to the facilities will come through these two groups.

1. Maintain the health and beauty of shrubs, plants, flowerbeds, and the Memorial Garden.
2. Keep the building in full compliance with all current safety codes and requirements and verify proper insurance and security procedures.
3. Recommend facility improvements that reduce environmental impact, where possible.
4. Advise the Minister on requests to improve or enhance facilities and on policy recommendations related to the use and care of UUTC facilities.
5. Coordinate with the Administrator the scheduling of any work to be done to the facilities.
6. Assist the Administrator with the supervision of independent contractor responsible for weekly grounds maintenance, the independent contractor responsible for removal of snow and ice from parking lot and walkways, and the independent contractor responsible for weekly cleaning of the building.
7. Update and secure Board approval of the UUTC Design Palette.
8. Determine appropriateness of proposed design changes when the UUTC staff member designated to handle questions cannot determine whether a proposed change fits the Design Palette.
9. Maintain a strategic plan for building maintenance.
10. Monitor monthly expenditures of the Team's budget and submit an annual budget each spring to the Finance Committee.
11. Make recommendations to the Minister for proposed expenses outside the Team's budget.
12. Review and revise, as needed, the Team's Operating Guidelines during July-August-September.
13. File a monthly report with the Minister and the Administrator to maintain a record of the Team's work.

Administrative Procedures:

1. Representatives of each arm of the Facilities Team (Aesthetics, Buildings, Grounds) will attend Team Meeting Nights. Coordinate with the Administrator to schedule any other called meetings.
2. Provide a copy of meeting minutes (via email) to the Administrator. The electronic file document name should follow the pattern: Facilities Report yy.mm.dd
3. Conduct an assessment of the functional, aesthetic, and welcoming aspects of UUTC facilities; report findings in the Team's Monthly Evaluation to the Minister.
4. Annually review the Team's Operating Guidelines and revise as needed. Submit the revised Operating Guidelines to the Minister for approval.
5. Team Leaders will file requests and/or recommended policy proposals regarding improvement or enhancement of UUTC facilities with the Minister. With Minister approval, the request/policy proposal can move through appropriate channels (Board, Property Committee, Finance Committee, etc.).
6. With the advice and approval of Team members, Team Leaders formulate and submit the annual spring budget to the Finance Committee, approve Team expenditures, and monitor the Team budget through monthly reports received from the Treasurer.
7. The Administrator may authorize building repairs up to \$500 without Facilities Team permission but must communicate all maintenance work scheduled and associated costs to the Team.
8. Team Leaders contact the Board to seek approval of any extraordinary or unusually timed expenditure outside the Team's annual budget.
9. Using a UUTC credit card, purchases of supplies can be made by any Team member. The credit card is checked out from and returned to the Administrator.
10. Team members should make note of building and grounds cleanliness, maintenance and safety issues using the designated clipboards in the office. These evaluations should take place on Sunday mornings.
11. Schedule work to be done by licensed professionals or others through the Administrator.
12. In determining recommended palette elements of design, the Facilities Team will pursue increased energy efficiency and sustainability.
13. Decisions regarding any day-to-day changes or additions to the aesthetics of the facilities should be made by the UUTC staff member designated by the Board/Minister to handle questions regarding the adopted aesthetics palette.

Grounds Procedures:

14. The Team coordinates/participates in at least two Grounds workdays per year – one in spring and one in fall – to clean up and maintain the grounds. Such maintenance includes: planting, pruning, trimming, weeding, applying mulch, fertilizer, lime and any necessary garden chemicals, cleaning up leaves, sticks, and limbs, as well as pest management, as needed, on a limited basis.
15. The independent contractor who performs weekly grounds maintenance is retained under an annual contract for work performed from April through December. The contract renews automatically unless terminated or renegotiated by the Team Leaders. The Minister and the Board must approve the contract.
16. The independent contractor who performs snow and ice removal is retained under annual contract for work performed from December through March. The Team Leaders negotiate the annual contract, which must be approved by the Minister and the Board.

Buildings Procedures:

17. Each fall, survey the building on a Sunday morning for compliance to all building codes, including egress for disabled individuals. Identify unsafe practices that pose a threat to the UUTC community and communicate these to the congregation through the Administrator.
18. Annually, schedule a test of the alarm system with the contracted alarm company.
19. In July or August, review the insurance policy with the Treasurer or Administrator for changes to insurance safety guidelines.

20. When making minor repairs or changes to fixtures, reference the Aesthetics Palette approved by the Board. If compliance cannot be determined, ask the Aesthetics arm of the Facilities Team for input.
21. With the Membership Team, annually assess the Welcoming features of UUTC (disability accommodations, signage, etc.). If recommendations come out of this assessment, present these to the Minister for adoption.
22. Solicit feedback from other teams about their space needs and develop plans for addressing these needs.
23. Review UUA's Green Sanctuary Guidelines and develop a timeline of recommendations for implementation.

Aesthetics Procedures:

24. Criteria for Visual Display Approval: Visual materials displayed in UUTC buildings and on UUTC grounds must meet the following criteria:
 - Complement the aesthetic of the building
 - Be of professional quality
 - Be made of materials, including affixation methods, that will not damage the grounds or building where they are displayed nor pose undue risk of harm to pedestrians or users of the building
 - Be referred to the Aesthetics arm of the Facilities Team for review and approval when approval cannot be determined by the UUTC Administrator
25. Visual Display Locations:
 - a. Outer doors, main entrance – only emergency notifications and events publicity may be placed on the outer doors of the vestibule. Events publicity should be affixed to both sides of door using tape in a manner that conceals the tape from view.
 - b. Sanctuary doors – charitable giving visuals will be vertically oriented, professionally designed, 8 ½" x 11" flyers that can be placed in the acrylic displays on the sanctuary doors. (Aesthetics recommends use of promotional activities that require no additional use of wall/floor space to publicize charitable agencies.)
 - c. Bulletin Boards in foyer – posted materials must be mission-driven events, both UUTC-sponsored and wider-community events, open to the entire congregation and appealing to both visitors and members. Material must be dated when displayed and removed or updated after no more than 60 days. No business advertising is permitted. Posting of materials not fitting these criteria will be approved at the discretion of the Administrator and/or Minister.
 - d. Multi-purpose classroom – when funding is available, a magnetic whiteboard will be installed for visual displays. Meanwhile, to avoid damage to the walls, string and clothespins will be used to display materials.