

FACILITIES DEVELOPMENT AND MAINTENANCE COMMITTEE CHARTER

February 1, 2019

PURPOSE

The Facilities Development and Maintenance Committee (FDMC) supports the vision and mission of the Unitarian Universalist Community Church of Santa Monica (UUSM). FDMC's objective is to create and maintain a healthy, safe, attractive and accommodating campus for staff, members, and visitors. FDMC's role is to provide budget planning, direction, oversight, and coordination of all operations, maintenance, repair, and capital projects impacting the buildings, grounds, and furnishings.

ORGANIZATION

The FDMC should consist of at least three members. In addition to the chair or chairs, minimally the following shall be members:

- Minister; if not a member the minister shall be kept informed of committee actions and decisions
- Church Administrator
- A current member of the UUSM Board of Directors

The Board shall be regularly informed of FDMC activities.

Any current UUSM member is welcomed and encouraged to provide insight and take on responsibilities as they are qualified and able. Interested members can approach the committee chair(s) directly to request committee membership and offer their experience and expertise.

MEETINGS AND ACTIVITIES

FDMC shall meet as necessary. As beneficial, the committee may establish subcommittees and/or task forces temporarily or extended.

In addition, the FDMC shall work with the board, stakeholder committees, volunteers, and staff in accord with board policies, the adopted FDMC RACI chart (attached), and the evolving roster/timeline of FDMC priorities.

RESPONSIBILITIES

The FDMC's scope and oversight shall include the following functional areas:

1. Buildings, systems and grounds upgrades.
2. Ongoing building operations and maintenance, including contracts, for the following:

- a. Janitorial
- b. HVAC, lighting, plumbing, etc.
- c. Audiovisual, telephony and IT
- d. Landscaping and grounds
3. All exterior and interior signage, in consultation with Communications Team
4. Capital component and equipment replacement, including the planned renovation and replacement as necessary of the buildings and systems; hardscape and landscape; and interior and exterior finishes and furnishings.
5. Interpretation of UUSM's Conditional Use Permit and pursuing any necessary revisions from the City of Santa Monica, in consultation with the Board.
6. Assigning onsite spaces for all storage needs.

The FDMC shall annually review and update as necessary all operating plans and the facilities budget, including anticipated reserve contributions, prior to the start of each church year. FDMC shall also maintain a roster/timeline of project priorities.

The FDMC shall address the following:

1. Approved vendor list, including all service contracts. Establish vendor insurance requirements, including appropriate liability limits as well as statutory workers' compensation. Prepare continuing independent contractor agreements where appropriate. Maintain appropriate files, including copies of contractor selection records, contracts, and insurance certificates.
2. Inventory of key building components, equipment, finishes, and furnishings, including estimated useful lives and replacement costs. In addition:
 - a. Recommend equipment, finishes, and furnishings that should be replaced, upgraded, or added during the next church year.
3. Finishes record, including paint colors, carpeting, and floor tiles, including extra materials that are stocked onsite.
4. Records of completed work, sufficient for future reference.
5. UUSM Owner's Manual in electronic and/or printed form that explains and directs the operation of the campus' building and grounds systems and equipment. In addition:
 - a. The manual shall include information and illustrations of maintenance and supply materials.
6. Proposed building upgrades, prioritization and cost estimates.

FDMC GUIDING PRINCIPLES

- Maintain and enhance the following key UUSM campus qualities to ensure the enjoyment and beneficial use of our facilities:
 - Architectural aesthetic
 - Safe, secure and accessible
 - Recognized historic status
 - Environmental sustainability
 - Income producing
 - Code compliant
- Spend resources wisely, including:
 - Minimize operating costs through energy and water efficiency, low-maintenance equipment and cost-effective contracted services,

- Promptly respond to equipment failures and maintenance issues, prioritizing safety.
 - Replace systems and equipment when cost effective.
 - Analyze lifecycle costs and benefits when evaluating purchases.
 - Ensure cost and competency of labor, materials, and furnishings donated by volunteers.
- Work closely with staff and listen carefully to staff and member input.