

UPC MINISTRY TEAM GUIDELINES – Building and Grounds

The Buildings and Grounds Team primarily expresses UPC's identity as a:

Congregation Rooted in Worship

The Buildings and Grounds Ministry is responsible for:

- maintenance of UPC's physical facility, including janitorial services
- consult with, and advise the Office Manager regarding the work of the Facilities Coordinator and the janitorial crew
- contract with outside vendors for necessary services (HVAC preventative maintenance, trash, recycling, alarm monitoring services, etc.)
- oversight of utility usage and needs, including HVAC
- compliance with ADA guidelines
- establish guidelines for use of the buildings and grounds by members and non-members
- establishment of norms for arrangement of UPC spaces; provision of that information to other UPC committees and outside groups using UPC facilities
- acquisition and maintenance of
 - furnishings
 - Tools and maintenance-related equipment
- installation and maintenance of indoor and outdoor signage (contents and placement of signs to be determined by Communications Team)
- maintenance and improvement of outdoor spaces
- development of long-term plan for 22nd Street garden space

Sub-teams or task forces of the Buildings and Grounds team include:

- landscaping
- Clean and Shiny Team
- 22nd Street Garden development team

Staff resources: Senior Pastor and Office Manager

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