

## UPC MINISTRY TEAM GUIDELINES – Building and Grounds Committee

The purpose of the **Building and Grounds Committee** is to provide the physical means of hospitality for UPC through the maintenance and improvement of the property.

The Building and Grounds Team primarily expresses UPC's identity as a:  
*Congregation Rooted in Worship*

The Building and Grounds Ministry is responsible for:

- maintenance of UPC's physical facility, including janitorial services
- oversight of utility usage and needs, including HVAC
- compliance with ADA guidelines
- 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
  - office equipment and supplies
  - kitchen furnishings and supplies
  - technology
  - communications systems
- 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 22<sup>nd</sup> Street garden space

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

- landscaping
- Clean and Shiny Team
- 22<sup>nd</sup> Street Garden development team
- A/V set-up team for church activities and events