

Committee/Group Name: Building and Grounds

Purpose of Committee: To exercise oversight over the building, grounds and permanent tenant requirements of the Unitarian Church of Edmonton

Members: Mike Keast (Chair), Alan Boyle, David Hagel, Art Brier, Gaylord Madill

Major Actions of 2017-18

- Finished Youth Loft
- Weather stripping maintenance on all doors
- Consolidated Maintenance equipment and inventory into Seecan and Maintenance Room
- Installed lockers in Bathrooms
- Installed emergency lighting in Open Doors learning Rental area
- Light fixture repairs in building
- Parking lot maintenance
- Chair, table and furniture repair
- Increased some building use efficiencies
- Replaced Soap dispensers in building
- General building maintenance, planned and as needed
- **Over 1500 hrs. of volunteer labour by less than a Dozen volunteers**
- Added TV to lobby to allow Church information to be promoted to members and visitors
- Increased Security of Building
 - Installed Camera system
 - Changed Alarm codes
 - Moved keys to lock box in workroom
 - Added combo lock to kitchen
- Floors Waxed
- Replaced Drywall in Roof access area
- Replaced electric stove in kitchen
- Provided ashtrays at building exits to keep them off ground

Outcomes Achieved

- Reduced Scents in building to make the space more welcoming
- Ensured Tenants Had issues resolved in a timely fashion
- Secured items that are costly to replace

Planned Actions for 2018-19

- Reduce Carbon footprint of UCE by moving to Energy efficient products and taking advantage of government programs to help working with the Lighting and Heating Task group
- Finish Drywall in stair case as per Fire Marshal
- General refresh of building, repainting of hallway walls, bathrooms and Keeler Hall
- Parking Lot maintenance
- Prepare Roof Resurfacing Plan
- Identify anything Property wise that needs to be planned for replacement or upgrading in the next 3-5 years
- Improve documentation of processes and procedures

Recommendations for Board Consideration (if any)

- Look at and plan for funding Roof resurfacing in the next 3-5 years

Submitted by: Mike Keast