SESSION COMMITTEE DESCRIPTION

Committee:	Property Committee	**Revision Date:**	June 2018
Chair:	Norman Wilcox		

Description
Takes care of the day-to-day church facility maintenance items such as, but not limited to: replacing lamps and ballasts in light fixtures; HVAC repair and filter replacements; painting caused by normal wear and tear; kitchen equipment issues; door and window issues due to storm damage or normal use; issues brought up by various mandatory inspections such as safety inspections and issues brought forward by other committees.
Identifies items that have to be dealt with by contractors or handyman volunteers in the church.
Works with Property Manager to get timely quotes for replacing aging equipment such as HVAC units, major building and roofing repairs, interior and exterior painting. Works with Finance Committee to properly fund these and other items.
Develops a long-range plan in conjunction with the Property Manager for the timely inspection of major items such as roofing, HVAC units, building repairs, electrical repairs and so forth to ensure that they are budgeted in a timely manner and will not impact the normal operating budget.

Coordinates with:

Property Manager; Senior Pastor; the Finance Committee.

We understand that all committee descriptions are subject to revision based upon the changing needs of Georgetown Presbyterian Church. We agree to fulfill the committee responsibilities as described above.

Chair Signature: _____ **Date:** _____