

BUILDING MAINTENANCE

TERMS OF REFERENCE

The Building and Maintenance Committee is a committee of the Board of Directors of the Kerrisdale Community Centre Society, appointed by the Board and reporting to it. It operates at all times in light of the Mission, Goals, Policies and Strategies of the Kerrisdale Community Centre Society.

MANDATE

To monitor and recommend improvements to the building's exterior and interior in order to present the best possible Centre to the public and users. All activities necessary to provide appropriate physical facilities for the Kerrisdale Community Centre and maintain them in good repair.

SPECIFIC RESPONSIBILITIES

1. To maintain a close liaison with the Park Board and the Recreation Supervisor with respect to:
 - a. the scheduling of and recommendations for building maintenance
 - b. the plans for, and the progress of, any building renovations and new additions
2. To liaise with the Recreation Supervisor with respect to items being requested in the Annual Park Board Budgets including new and recurring items, any repairs and the maintenance of facilities.
3. Liaise with other committees of the Society to ensure that the building, furnishings, equipment and supplies are meeting their requirements.
4. Maintain an accurate inventory of existing furnishings, equipment and supplies at the Centre. Park Board Centre Staff will maintain an up to date and accurate inventory of existing furnishings, equipment and supplies. The Committee will review and assess this inventory when produced.
5. Submit a yearly budget to the Finance Committee and the Board.
6. Park Board staff to assist the Society to ensure a current and accurate inventory of existing Park Board furnishings, equipment and supplies be maintained.

MEMBERSHIP

The Committee shall consist of the Chair and two Board members plus the Recreation Supervisor and the Maintenance Technician.

MEETING TIMES

Meetings to be held as required to ensure the building is meeting the community needs. Meetings are to be held at the call of the Chairperson.