

POLICY and PROCEDURE

St. Luke Lutheran Church of Sacramento, California

Number: P&P-2025-2
Title: PROPERTY BOARD RESPONSIBILITIES & DUTIES
Board/Committee: Property Board
Effective Date: March 18, 2025
Voided Date:

References: Constitution/Bylaws – C12.05(c) and C13.17.07(e) and Policy and Procedures – P&P-2000-1, P&P-2005-1, P&P-2005-2, P&P-2014-1, and P&P-2025-1.

POLICY: The Constitution/Bylaws specifies that the Property Board (PB) “shall have general custodial management of this congregation’s property and facilities.” This Policy and Procedure details these responsibilities and provides guidelines to accomplish the responsibilities.

A. PB Property and Facilities: In general, the PB is responsible for the care, maintenance, and improvement of the following property and facilities.

1. Property and Facilities Included –
 - a. Appliances (including barbeques)
 - b. Security Cameras (including related equipment)
 - c. Major Equipment
 - d. Electrical, HVAC, Plumbing, Drainage, and Irrigation Systems
 - e. Structures (including sheds)
 - f. Furniture
 - g. Surfaced Areas (concrete, brick, asphalt)
 - h. Lawns
 - i. Vegetation (trees and shrubbery)
 - j. Miscellaneous PB Property and Facilities
2. Property and Facilities Not Included –
 - a. Copy Machines (*see Finance Board*)
 - b. Computer Hardware (*see Finance Board*)
 - c. Computer Software (*see Finance Board*)
 - d. Minor Office Equipment (*see Finance Board*)
 - e. Property and Other Insurance (*see Finance Board*)
 - f. Use of Facilities by Others (*shared; see Community Concerns and Finance Boards*)
 - g. Music Instruments and Accessories (*see Music and Worship Board*)
 - h. Worship Accessories (*see Music and Worship Board*)
 - i. Sanctuary and Schultz Hall Sound System (*see Music and Worship Board*)
 - j. Carillon System (*see Music and Worship Board*)
 - k. Sanctuary Projection System (*see Music and Worship Board*)

B. Employees: The PB is responsible for the supervision of the employee(s) assigned to the PB as specified in P&P 2005-2 and in accordance with the procedures outlined in P&P 2005-2. *Currently, the only employee assigned to the PB is the Custodian.* These supervisory duties include the following:

- a. Prepare a detailed list of duties.
- b. Develop a Duty Statement following the guidelines of P&P-2005-2.
- c. Provide hiring and terminating recommendations to the Council as required.
- d. Provide supervision, including approving time sheets.
- e. Perform an annual performance review.
- f. Based on the annual review, recommend a succeeding year's salary to the Council.

C. Service Contracts: The PB is responsible for the management of short-term and long-term contracts regarding PB properties and facilities (*see also Section A, above*). These duties include the following:

- a. Develop and prepare each contract with detailed and complete terms, as required.
- b. Recommend to Council the approval of each contract when required by P&P-2005-1.
- c. Manage each contract, including ensuring that the terms are fulfilled, especially any required license and insurance requirements.
- d. For long-term contracts, perform an annual performance review for each contractor.
- e. Based on the annual reviews, recommend the succeeding year's payment adjustments, if appropriate, to the Council.

Utility providers, such as refuse services, natural gas, City fees, etc. are not considered to be contractors. *Currently, the only long-term contractor employed is for Landscape Services.*

D. Scheduled Maintenance: The required "Scheduled Maintenance Tasks" are listed in Attachments 1 and 2 and shall be performed as scheduled, following the guidelines stated.

Scheduled maintenance tasks are generally performed by Board members with two notable exceptions. Floor care efforts and parking lot sealing and striping are performed by outside firms. Licensed contractors shall be employed to perform the Parking Lot work.

E. Unscheduled Maintenance: Unscheduled maintenance tasks are unplanned tasks that are performed to maintain, repair, or replace PB properties and facilities (*see also Section A, above*) that are inoperative or defective. These tasks shall be performed as required.

The scheduling of major projects that keep the properties and facilities appealing, such as painting, washing courtyards, cleansing windows, etc.) is variable and dependent on the available funds. Thus, although these projects should be noted when planning, scheduling is impractical. Such projects are usually accomplished when funds are available.

Unscheduled maintenance tasks are performed by Board members when the members possess the capabilities and have the time to complete the task in a timely manner. At other times, contractors are employed to perform these tasks. When appropriate, licensed contractors shall be employed to perform the work.

F. Improvement Projects: Improvement projects are efforts to improve the properties and facilities and include replacing properties/facilities on a semi-scheduled basis; for example, the replacement of security-related items. Improvement projects are performed only when adequate funds are available.

Improvement projects shall be scheduled for completion in accordance with the project's priority based on need.

Improvement projects are seldom completed by Board members. Instead, outside firms are hired to perform the work, usually on a project-by-project basis. When appropriate, licensed contractors shall be employed to perform the work.

G. Funding and Expenses: Funding for the PB maintenance and improvement efforts are provided by two basic sources – the General Budget and Special Funds. Expenditures are made for these efforts in accordance with P&P-2005-1. Specific charges for the maintenance and improvement efforts shall be made as detailed below.

1. General Budget – Scheduled and unscheduled maintenance expenses shall be charged to appropriate General Budget subaccounts, except as follows:
 - a. If the cost of an unscheduled maintenance effort exceeds **about** \$750, charge the effort to the PB Special Fund.
 - b. Charge the costs for sealing and striping the Parking Lot to the Parking Lot Special Fund.
2. Special Funds – Special Funds are accounted for, and managed, in accordance with P&P-2000-1. Unscheduled maintenance, improvement efforts, and “emergency situations” expenses shall be charged to the appropriate Special Fund as follows:
 - a. PB Special Fund –
 - i. If the cost of an unscheduled maintenance effort exceeds **about** \$750.
 - ii. The expenses for improvement projects.
 - b. Parking Lot Special Fund – The costs for sealing/striping the Parking Lot.
 - c. Reserve – The expenses associated with resolving an “emergency situation” in accordance with P&P-2014-1 and C12.05(c) of the Constitution.

H. Review and Adjust: Annually, the Property Board shall review this P&P and make adjustments as appropriate, especially to the attached list of required Scheduled Maintenance Tasks.

APPROVED:

Signature of Church Secretary (officer) Date Approved

VOIDED:

Signature of Church Secretary (officer) Date Voided

ATTACHMENT 1**Scheduled Maintenance Tasks:**

ID	Freq.	When	Action Required	Comment
0	Regularly	Frequently	Check Exterior Doors & Gates	Determine if procedures are being observed.
1	Monthly	Each Month	Check & Order Required Janitorial Supplies	
2	Annual	January	Change HVAC Filters (see 2a)	17 filters. See chart in Sanctuary furnace room.
2a	2X Year	January & July	Change Office HVAC Filter	
3	Annual	January	Prune Roses	
4	Annual	January	Change Dishwasher Sanitizer Fluid	
5	Annual	January	Clean Range Cook Top Ports	
6	2X Year	April & Sept	Check/Repair Sprinklers Heads	
7	2X Year	April & Sept	Check/Reset Sprinkler Controllers	Four controllers. Check operation and settings.
8	2X Year	January & July	Check/Repair Exterior Lighting	
9	Annual	February	Assist SFD Perform Fire Inspection	The SFD will contact the Office and schedule.
10	2X Year	Spring & Fall	Change Thermostats (Cool/Heat) Settings	Nine thermostats (w/o Office).
11	2X Year	Spring & Fall	Conduct All Members Work Day	Spring – prepare for Easter. Fall – Prepare for winter.
12	Annual	Spring	Check Facilities for Potential Hazards	Check appliances, storage, walkways, floors, etc.
13	As Needed	Summer	Clean & Weed Planter Areas	
14	As Needed	All Year	Pick Up & Dispose Dumped Trash	
15	Annual	Summer	Check and Perform Necessary Floor Care	Includes carpet and vinyl tile areas.
16	Annual	July	Transfer \$2,000 to Parking Lot Special Fund	From (debit) the Property board Special Fund
17	Annual	Fall	Meet with each PB Employee	Discuss performance and pay. Meet also as necessary.
18	Annual	Fall	Meet with long-term Contractors	Discuss performance and pay. Meet also as necessary.
19	Annual	Aug thru Nov	Prepare General Budget Requests	
20	Annual	June	Assist Firm Recharge Fire Extinguishers	The extinguisher firm will contact Office and schedule.
21	Annual	Fall	Review Trees for Required Work	Might be included as a task on All Members Work Day.
22	Annual	October	Verify Contractors' Liability Insurance	For all long-term contracts. Verify also expired dates
23	As Needed	Winter	Check and Clean Plugged Downspouts	
24	2X Year	Jan & July	Exchange Batteries in Security Cameras	Blink Cameras, etc.
25	3-Yr. Sch.	As Scheduled	Perform Electrical Inspection for Insurance	Schedule every 3 years per insurance request.
26	5-7 Yr. Sch.	Summer	Seal & Stripe Parking Lot and Driveways	Schedule every 5 to 7 years depending on condition.

ATTACHMENT 2**Scheduled Maintenance Tasks:**

ID	Action Required	J	F	M	A	M	J	J	A	S	O	N	D
0	Check Exterior Doors & Gates	X	X	X	X	X	X	X	X	X	X	X	X
1	Check & Order Required Janitorial Supplies	X	X	X	X	X	X	X	X	X	X	X	X
2	Change HVAC Filters	X											
2a	Change Office HVAC Filter	X						x					
3	Prune Roses	X											
4	Change Dishwasher Sanitizer Fluid	X											
5	Clean Range Cook Top Ports	X											
6	Check/Repair Sprinklers Heads				X					X			
7	Check/Reset Sprinkler Controllers				X					X			
8	Check/Repair Exterior Lighting	X						X					
9	Assist SFD Perform Fire Inspection		X										
10	Change Thermostats (Cool/Heat)						X				X		
11	Conduct All Members Work Day			X								X	
12	Check Facilities for Potential Hazards			X									
13	Clean & Weed Planter Areas			X	X	X	X	X	X	X	X		
14	Pick Up & Dispose Dumped Trash	X	X	X	X	X	X	X	X	X	X	X	X
15	Check and Perform Necessary Floor Care						X						
16	Transfer \$2,000 to Parking Lot Special Fund							X					
17	Meet with PB Employee(s)										X		
18	Meet with Service Contractor(s)										X		
19	Prepare General Budget Requests								X	X	X	X	
20	Assist Firm Recharge Fire Extinguishers						X						
21	Review Trees for Required Work										X		
22	Verify Contractors' Liability Insurance										X		
23	Check & Clean Plugged Downspouts	X	X	X							X	X	X
24	Exchange Batteries in Security Cameras	X						X					

ATTACHMENT 2 (cont.)

Scheduled Maintenance Tasks:

ID	ACTION REQUIRED	J	F	M	A	M	J	J	A	S	O	N	D
25	Perform Electrical Inspection for Insurance*												
26	Seal & Stripe Parking Lot and Driveways**												

*On a three-year schedule.

**On a five- to seven-year schedule.