



## Volunteer at Fairlawn with **PROPERTY COUNCIL**

### **Who we are**

Property Council has overall responsibility for the church physical property. This includes:

- Ensuring that building, grounds, furnishings and decor are maintained.
- Developing, managing and overseeing capital improvement and major maintenance projects.
- Establishing policy for use of building and spaces.
- Developing and overseeing the property budget.
- Providing for Health & Safety of all users of the building.

### **What we do**

Property Council is currently involved in a number of important pieces of work, a number of which will result in a greener (more energy efficient) building:

- Heating and Energy Efficiency Upgrade Project which involves.
  - new boilers, thermostatic control, and other upgrades to be completed this summer.
  - replacing about 25 windows in the summer of 2012.
  - providing an entrance vestibule and extra glazing to the main lobby window in the summer of 2012.
- Upgrading our fluorescent fixtures from T12 to T8 lamps and electronic ballasts and/or LED as an energy saving measure, some of which we will do ourselves.
- Exploring other electricity saving measures.
- Assessment of feasibility of putting solar panels on our roof.

### **What we need**

As a member of, or volunteer assisting, the Property Council you may undertake some of the following:

- Identifying needed improvements to the building, furnishings, signage and/or décor.  
**Particularly needed is someone focussing on décor and furnishings.**
- Sourcing suppliers and contractors for goods and services related to the building and/or work with church staff to that end.
- Obtaining estimates for some of the larger maintenance and repair projects and providing direction to contactors and service providers.
- **Convening and chairing a Health and Safety Committee** (currently not in place).
- Occasional hands-on small maintenance depending on skills.
- Assisting and working with the Garden Coordinator.
- Participating in the development and review of policies (at the moment these are incomplete), particularly in respect of Duty of Care.
- Monitoring aspects of the property expense budget to ensure best value for the money.

### **Who to contact**

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[http://www.fairlawnavenueunited.ca/energy\\_efficiency\\_bulletin.htm](http://www.fairlawnavenueunited.ca/energy_efficiency_bulletin.htm)