

Planning Guide For



The Church of Saint Monica's Building Committee

1/12/2018

First Edition

The goal of Saint Monica's maintenance program is to be able to continue our Mission and Vision as identified in our Vision 2020 Strategic Plan. To achieve this, we must preserve and maintain the resources of our building. For our parish, this goal is expanded to include our ministries and our community.

The purpose of our facility maintenance planning guide is to identify the following objectives:

1. Preserve the value of the Church facility for the parish and community
2. Operate the Church facility safely and efficiently
3. Prevent system failures that can interrupt the operations of the Church and its ministries
4. Protect the larger assets of the parish

To achieve these objectives, Saint Monica's will adopt the following best practices for maintaining our facility:

1. Create and maintain an inventory of building components and identify the condition of the facility's equipment.
2. Create a method for identifying and ranking maintenance projects and activities.
3. Create an annual maintenance plan based on the service and operating needs of our facility and its equipment.
4. Develop a Capital Improvement Plan (CIP) for system and equipment upgrades based on short-term and long-term parish objectives.
5. The Building Committee communicates the maintenance needs and plans with staff, parishioners, and the finance committee.



“Preparing St. Monica’s for the Next Millennium.”