

Electric City Playhouse

Building Maintenance Committee

The Building Maintenance Committee shall review and coordinate necessary repairs and needed improvements throughout the facility.

The committee shall:

- Identify needed maintenance within the facility as a whole, including, but not limited to
 - All walls and floors, with the exception of within the theatre proper [*purview of Theatre Improvement Committee*],
 - Electrical, with the exception of within the theatre proper [*purview of Theatre Improvement Committee*],
 - Plumbing throughout the facility,
 - Fire extinguishers and smoke detectors throughout the facility, including identification of appropriate number and placement, installation, and maintenance,
 - Security system issues, and
 - Heating and cooling throughout the facility, including regular cleaning of the air handling units in the theatre and changing the air filters in the front of the house unit;
- Identify needed improvements within the theatre, such as improvements to
 - Seating area,
 - Lighting,
 - Electrical, and
 - Backstage organization and safety;
- Identify needed maintenance outside the facility, including, but not limited to
 - Weed control, and
 - Windows and doors;
- Consult with experts as needed;
- Develop a plan of action to address the identified need and present to the Board at the next monthly meeting;
- Coordinate with the President and Office Manager when necessary to hire outside labor;
- Work with the President and Treasurer to determine availability of funds;
- Take the issue to the Board for consideration and action if additional funding is needed to complete the maintenance/repair; and
- Once approved, coordinate, and execute maintenance/repair/improvement plan.

The Committee shall be chaired by an ECP Board Member.

The Committee shall consist of two to four additional members, with the majority holding membership status.

The ECP president shall serve as an ex-officio member of the committee.

The Chair shall solicit and appoint members of the committee. Committee members' names shall be submitted to the President no later than the February Board meeting.

The Chair shall appoint at least one Subcommittee Chair

ECP Policies/Procedures

1. Theatre Improvement; filled by a Board Member-at-large. In such case as all Board Members are chairing standing committees, Theatre Improvement may be chaired by another member of the Building Maintenance Committee

The Committee shall meet at least two times per year to tour and identify needs. The committee chair and committee members are encouraged to maintain regular contact between the minimum number of meetings as set forth in policy by utilizing technology.

No later than ten calendar days prior to each scheduled full committee meeting, the Chair shall provide the date, time, and place of each to the President for inclusion on the ECP master calendar.

