

## PROPERTY MANAGEMENT COMMITTEE (PMC)

### **MANDATE**

The PMC is responsible for the maintenance, repair and improvement of the church, rectory and garage, as well as the church grounds. Our objective is to ensure a safe and welcoming environment for parishioners, and an attractive and inviting place of worship for the community at large.

### **ACTIVITIES**

To fulfill its responsibilities, the PMC has four main avenues of action:

1. Negotiate and oversee a number of ongoing contracts: eg. snow clearing and grass cutting; maintenance of the heating and air conditioning systems; maintenance of the elevator; and monitoring of the security and fire alarm systems.
2. Arrange for mandatory annual inspections: eg. the fire alarm system.
3. Organize three major events to assist in sustaining the appearance of the church and grounds:
  - Pre-Easter Cleanup
  - Spring Yard Cleanup
  - Pre-Christmas Cleanup
4. PMC members also perform many projects themselves. These include the ongoing maintenance of the kneelers, replacement of lamps and tending to the flower beds, as well as one time repairs required when something breaks or fails, such as refinishing of the base of our Lady's statue. Occasionally, an outside contractor is called such as during reattachment of the canopy panels over the main entrance.

### **FUNDING**

The PMC works closely with and has the support of the Finance Committee to ensure that funds are available to maintain the buildings and grounds. In addition, each year the PMC recommends to the Finance Committee a number of improvement projects as part of its annual Workplan and Budget submission. Submissions range from projects requiring a contract that must be negotiated and overseen (such as reroofing the garage); replacing broken window panes in the chapel, and refurbishing stained glass windows; to those requesting materials only, such as purchasing supplies to facilitate the Knights of Columbus offer to help paint the church hall.

### **CUSTODIAN**

Parishioners may not be aware that, as a cost saving measure, the custodian is on site only two days a week. It is a large, well utilized church and hall, and we would like to acknowledge and thank him for his dedication and diligence.

### **HOW YOU CAN HELP**

If you see something that is a safety concern or needs to be replaced or repaired, please leave a message with the church office or contact one of the committee members.

To learn more about the PMC, or how to get involved in these important activities, please contact Larry Potvin at 613-384-4816.