



CROSSPOINT CHURCH FACILITY MAINTENANCE AND SAFETY

PURPOSE:

This policy aims to establish standards, processes, and guidelines for the upkeep and safe use of Crosspoint Church facilities. This policy is intended to complement the "Facility Use" policy.

OVERALL STANDARDS:

All Crosspoint Church staff and members are requested to follow established facility maintenance and safety standards outlined in this policy and elsewhere to ensure a clean, safe, and well-organized facility for all users.

GENERAL DO'S AND DON'TS FOR FACILITY UPKEEP:

1. Do not use any type of tape on the glass doors or windows. Exception: painter's tape may be used on the metal frame of the doors and windows. Scotch tape and tape adhesive can be difficult to remove, and it leaves an unsightly appearance. If it is essential to post a sign on a door, use the metal frame as much as possible and remove the sign, painter's tape, and residual adhesive after use.
2. Do not use any type of tape or velcro on walls. Tape and velcro can remove the paint and leave an unsightly appearance. Use "ticky tac" or a similar adhesive. Painter's tape may be used if necessary, but remove it as soon as possible after use.
3. Do not use painter's tape when labeling drawers and cabinets. Use the label maker located in the church office metal cabinet to make labels for organizing drawers and cabinets.
4. All perishable food must be stored in a sealed plastic container.
5. All containers and boxes must be labeled to identify the content.
6. Have a designated place to store supplies and equipment and return items back to the designated storage location after use. Work on the principle of "there is a place for everything, and everything is in its place". Doing this will reduce wasted time looking for items and reduce duplicate orders of supplies because something "cannot be found".
7. Return TVs and portable whiteboards to the labeled "home" location after use.
8. The primary housekeeping closets are in the Riser Room near the back of the auditorium and the Room 120 closet. Additional supplies are stored in the back of room 130 as needed. Each kitchen is supplied with basic cleaning supplies for kitchen use only. Please return kitchen cleaning supplies to the storage location so that needed inventory can be maintained.

9. Each classroom is stocked with basic cleaning supplies and some with vacuums for general cleaning after use of the room.
10. Return the room to the posted default setup and follow the posted cleaning instructions to minimize set-up time for the next users.

COMMUNICATION:

1. Staff and elders are encouraged to communicate any maintenance and housekeeping needs. The preferred method for this communication is through the use of the Basecamp maintenance request form.

FIRE SAFETY:

The safety of everyone using the building is of utmost importance; therefore, following the below-listed requirements is essential.

1. Maintain three feet of clearance around all fire extinguishers and fire pull switches.
2. Maintain clear access to all electrical panels. Do not place anything in front of the electrical panels.
3. Make sure all Exits are clear of obstructions.
4. All hallways leading to an Exit must be uncluttered and free from obstructions.
5. Keep all closets organized and uncluttered. Keep cardboard boxes off the floor.
6. Allow 18" clearance for all sprinkler heads.

SECURITY:

1. The last person leaving a building section (Auditorium, 180, Equipping Center and Office Suite) after 5 p.m. Monday through Thursday and anytime Friday through Sunday must ensure that all exit doors are fully closed, the deadbolts to the exit doors are locked, and the virtual alarm is activated.
2. Do not leave doors propped open and unattended.
3. Report any unusual activity to the Executive Pastor, a Lead Pastor, or the Facility Manager.