

BUILDING, GROUNDS, AND SECURITY 2025 ANNUAL REPORT

PREPARED OCTOBER 17, 2025

2025 Goals and Progress

1. Update the Operating Manual so all sections contain current information. This includes signed contracts where applicable. **GOAL PROGRESS:** this is complete.
2. Develop a comprehensive Chapel wide maintenance program to reduce emergency repairs and cost. This includes our maintenance contractor being on Campus for three hours a week to check all facilities and perform minor repairs, etc. **GOAL PROGRESS:** this is in progress.
3. Update all vendor contracts at the end of the year for the next year. **GOAL PROGRESS:** This was completed for 2025 and will be completed in December for 2026.
4. Complete the Fixed Asset Reserve Study. **GOAL PROGRESS:** this is in process and will be completed early next year.
5. Develop a monthly budget and expense report. **GOAL PROGRESS:** This is completed and monitored monthly. This is based on seasonal fluctuations.
6. Develop a comprehensive review of the Campus HVAC systems. **GOAL PROGRESS:** This is completed and all equipment updates have been made. All thermostats have been upgraded so temperatures can be programmed by day based on occupancy. The MakeUpAir system is still being evaluated.
7. Develop a review of all Sanctuary lighting and propose changes to upgrade coverage and operating efficiency. **GOAL PROGRESS:** the review is complete and all upgrades will be completed by year end.

ALSO COMPLETED:

Security has been increased with the Sunday morning monitoring by the Sheriff's deputy.

Zoom capability has been added in the Meeting Room and second floor meeting room.

Completed the paver walkways and resurfacing the parking lot

The Memorial Gardens have been refreshed. We are in the process of cleaning up the name plates.