

Forest Hills Presbyterian Church Martinsville, Virginia

Property Ministry

Endorsed by Session [12/16/13];

Reviewed by Session [3/16/15]

Mission Statement:

The mission of the Property Ministry of Forest Hills Presbyterian Church is to provide systems and programs to ensure the safe and proper use of the facilities and to provide for the performance of all necessary maintenance repairs of the building and grounds.

Responsibilities:

- The Ministry will develop and administer a budget that is consistent with the overall budget goals established by the Session. This budget will be prepared on the basis of known expenses combined with an allowance for unanticipated maintenance and repairs. Significant expenditures beyond this budget will be presented to and approved by the Session before commitments are made. In all cases, the Ministry will make every effort to exercise good stewardship over expenses and facilities and seek the most efficient and effective suppliers and other providers of services.
- The Ministry will maintain adequate property and casualty insurance to protect the Church from catastrophic losses due to property damage or liability. This includes insurance on any motor vehicles owned by the Church.
- The Ministry will take the following steps to insure that the exterior of the Church is maintained in a safe and attractive condition:
 - Provide for landscaping services to keep the grounds (both the immediate area around the Church and the area at the bottom of the hill) in a safe and attractive condition. This includes making all needed repairs as well as mowing, leaf, and snow removal.
 - Establish a program to maintain the parking lot, sidewalks and exterior steps in a safe condition.
 - Keep the building attractive and protected from normal environmental damage.

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- The Ministry will ensure that the interior of the Church is maintained in a safe and attractive condition:
 - Contract all necessary utilities including electricity, water and sewer service.
 - Establish and maintain adequate systems to provide heat and air conditioning throughout the building.
 - Ensure that the inside of the Church is vacuumed, dusted and cleaned on a weekly basis.
- The Ministry will monitor and maintain the existing elevator and arrange for all required tests and inspections.
- The Ministry will monitor and supervise any significant additions or modifications to the interior or exterior of the Church requested by other Ministries. Responsibilities for plans for and funding of these modifications will remain with the requesting Ministry.

Notes: Revised by Property Ministry 6/16/14

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Property Ministry - Vendors 2015

Air Conditioning – Heating and Cooling

Trane - Main 800-444-7791 (Roanoke office)

local service repair: Vince Dillard - Work 434-793-4822, Mobile 276-613-6395

area service manager: Dwayne Adams - Mobile 434-791-6144

Cleaning Service

Karen Carter –Home 276-634-5348, Mobile 276-732-2628

Drain Cleaning

Handy's Septic – 276-638-5240

Electrical

Triangle Electric Corp. - 276-957-2281

Light Electric Corp. – 276-629-7168

Small Electrical Repair: Tim Coleman – 276-638-3890, Kirt Spitzer – 434-770-8877

Elevator Testing and Repair

American Elevator Co., Reidsville, NC – Mike Gibson

Regular and Emergency - 336-342-3316

Exterminators

National Exterminators – 276-632-1800

General Contracting

Rodney Cox – Office 276-957-4251, Cell 276-634-7636

Painting

Dale Harrison – 540-438-8203, Mobile – 276-732-0880

Plumbing

Prillaman & Pace Inc. – 276-632-6308

Bryant's Plumbing & Heating Corp. – 276-638-2321

Security Lock

Security Alliance – 276-666-1111 Contact: Rod Maitland

Yard Maintenance and Snow Removal

C.D. Prillaman – Mobile 276-340-3775