

BUILDING MAINTENANCE AND PROPERTY COMMITTEE

PURPOSE:

The purpose of this committee is to assist the State Administrator in properly maintaining the state office building.

GENERAL:

1. The committee shall consist of three members. The members may come from any region in the Multiple District. The Chairperson and members may be re-appointed annually at the last State Council Meeting of the Lions year held before the opening of the State Convention.

The Chairperson of the committee shall be recommended to the Council of Governors by the members of the committee.

2. A Lion interested in serving on the committee shall have experience or expertise in real estate, commercial building maintenance, general contracting, property insurance or architecture. A resume must be submitted to the Lion's District Governor in accordance with Policy 401 Committee and Coordinator Appointments, paragraph 4.
3. The committee shall meet twice during the year to inspect and evaluate the building, property and office equipment. The State Administrator may request the committee to meet when any major emergency occurs at the office. The committee shall be reimbursed by Pennsylvania General Reimbursement Policy.
4. The chairperson does not report at Council of Governors Meetings. He/she only reports when there is a major problem or an emergency occurs and reports the measures taken to correct the problem.
5. All income received from the office rental, cell tower and any other rental income related to the state office building shall be considered restricted funds and be listed as a line item in the annual state budget. The income shall be used for:
 - a. Payment of utilities, taxes and general maintenance required monthly.
 - b. Preventive maintenance program for the building and the contents. This shall include, but not be confined to, general maintenance, janitorial services (inside and outside), office equipment and all furniture and fixtures.
 - c. The committee and State Administrator may spend up to \$2,500.00 (two thousand, five-hundred dollars) for routine maintenance of the building and contents in accordance with policy 108.
 - d. All major repair or equipment purchases/lease above the \$2,500.00 (two thousand, five-hundred dollars) must be submitted through the bid procedure as set forth in Policy 108, General Counsel and Contracts.

If the income from the state office building exceeds 70% of the prior year's total expenses, the excess funds shall be transferred to the General Fund.

6. The Council Chairperson, Vice Council Chairperson and the International Family are ex officio members of the committee and do not have a vote.