

BUILDING & PROPERTY (Revised October 15/2026)

- The property chairperson reports directly to the Board Of Directors concerning any major work projects. The day to day functions of the building are maintained by the property chairperson. Working closely with the club treasurer all receipts and disbursements are paid for by the club.
- During the curling season the chairperson is responsible for the lighting, plumbing and heating systems. All interior lights should be checked frequently. A standard supply of light bulbs are purchased and kept in the rear storage room.
- Snow removal is done on a contract basis. Records of plowing should be retained for insurance purposes. All exterior lighting and sign maintenance should also be kept in good working order.
- The heating system should be serviced on a regular basis and temperature controls maintained by the chairperson in co-ordination with the club manager. All furnace filters should be cleaned and belts checked on a regular basis.
- In the summer season when the curling club is closed the building should be checked at least once per week. A sign in sheet should be placed inside the front door for the chairperson and all others who enter the building during the closed season. The exterior of the building, all interior and exterior lights should also be checked and replaced if necessary. The equipment room should be entered and checked for any broken pipes.
- The building security alarm and fire alarm detection systems are monitored off premises. There are three people on call for the alarms. During the winter season the first call is made to the property chairperson, the second call is placed to the club administrator with the third call to the ice chairperson. In the summer season the first call is to the property chairperson, the second to the ice chairperson and the third call to the club president or a designated person. This order of calling is for the availability of these three people in relation to the distance from the club to their homes. This calling order can be changed at any time. The property chairperson should always contact the two other persons on call to assure response to any alarm during the summer holiday season.
- The property chairperson is responsible for all of the insurance policies which consist of the General Building and Boiler Insurance policy, and Directors and Officers Liability. These policies are renewable yearly and should be reviewed with the club president who signs all insurance documents.
- The annual budget for the Property Chairperson includes the following:

1. lighting	2. minor repairs	3. painting
4. snow plowing	5. building repairs/mtce	6. grass cutting
7. gas/hydro/water	8. security alarm	9. parking lot
10. renovations	11. taxes	12. insurance

- **BUILDING & PROPERTY (cont'd)**

- Building security control is also the property chairperson's responsibility. Three main door locks are kept under control.
- The front door key has to be signed for and logged. Various board members and chairpersons are authorized for front door keys. The keys issued to the second floor rear storage room are given to the treasurer, property chairperson, cleaner, LTC coordinator, and house chairperson. The president and property chairperson have keys to all doors. The property chairperson co-ordinates with the president all key distributions.
- All major improvements to the building and property are also coordinated by the property chairperson. An estimate must be developed for all improvements and approved as a capital expenditure by the board. The expenditures are then included in the yearly budget.
- Any building related repairs/projects should be submitted to the property chairperson for approval. The property chairperson will then designate the task for completion.
- Coordinate fire alarm inspections yearly and maintain defibrillator compliance.
- A yearly budget is developed and submitted to the planning chair. A spread sheet, which includes the previous years estimates and actuals, is used as the basis of the new budget. The budgets are submitted each year.
- Attend all Board meetings.
- Prepare a report and present at the annual general meeting of the curling club.