

Uplift Community Alliance™

Facilities Policy

It is the policy of Uplift Community Alliance to maintain and manage its real and personal property to preserve and protect the value and function of these assets, and to maintain a safe and pleasant environment.

I. Use.

- A.** Uplift Community Alliance office building shall be used for the organizations' business only.
- B.** The Uplift Thrift building shall be used only for activities to conduct the business of the Uplift Thrift shop.

II. Maintenance and Safety.

- A.** The House Operations Committee shall be responsible for the maintenance of buildings and property.
- B.** Only licensed contractors shall be hired for major repairs and/or maintenance.
- C.** The buildings and grounds shall be maintained to assure safety including:
 - 1. Hallways and workspaces shall be kept clear of clutter.
 - 2. Sidewalks and parking lots shall be cleared in a timely manner.
- D.** Buildings and furnishings are to be kept clean and in good repair.

III. Security.

- A.** Buildings shall be locked and alarm systems activated when not in use.
- B.** The House Operations Chair shall register the emergency contact list with the alarm company and the Alarm-User Permit shall be updated as needed.
- C.** The House Operations Committee shall be responsible for training members on use of the alarm system.
- D.** Building door keys shall be returned to the House Operations Chair when no longer required by a members' position or responsibility.
- E.** Indoor and outdoor security light systems shall be maintained.