

# **AUUA CERTIFICATION PROGRAM FACILITIES MANAGEMENT MODULE**

## **Section 1**

### **Goal/Area of Focus:**

Access/Key Management Policy

Level 1: Describe current policy or practices regarding who has keys, the method of determining need, controlling distribution and other factors of building access.

Level 2: Research (consult with other churches, vendors, etc.) to determine what best practices may be and compare to the current situation.

## **Section 2**

### **Goal/Area of Focus:**

Accessibility current situation versus standards

Level 1: What are the ADA standards, local codes, and UUA recommendations for accessibility in your facility? What is the current state of compliance?

Level 2: Further explore the UUA's accessibility office recommendations and how to remedy deficiencies and ensure that accessibility tools and practices are being utilized.

## **Section 3**

### **Goal/Area of Focus:**

Campus Maintenance: Building & Grounds

Level 1: Describe the systems and structure currently in place for maintaining the building and grounds of your facility. What is the chain of command when building emergencies occur? What is the process for planning to meet maintenance expenses?

Level 2: Research best practices for long and short term maintenance planning including how such plans might be funded, scheduled and otherwise accommodated.

## **Section 4**

### **Goal/Area of Focus:**

Safety: Alarm Systems, Fire & Burglary, Emergency Plans – Natural disaster, threats from persons

Level 1: Identify what plans may exist regarding coping with natural disasters at your facility? What plans may be necessary that do not currently exist? Identify resources for writing such a plan.

Level 2: Pick one type of disaster that may apply to your locale, and write a plan to cope with it, citing the resources used.

## **Section 5**

### **Goal/Area of Focus:**

Scheduling Usage/Rentals: contracts, external groups & organizations, free usage (private inurement), member usage, non-profit vs. for-profit renters, rental income tax issues

Level 1: Describe the current practices and policies regarding building use.

Level 2: Research regulations and other best practices for building use including unrelated business income and the limitation of political building use.

## **Suggested Reference Materials**

*This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.*

### **Facility Management**

Chandler, Ron M. and G. L. Lashley. *The Kingdom Clean. The Care and Maintenance of Houses of Worship*. Ft. Worth, TX;NACBA Press, 1999. Appendix I

Cotts, David G. *The Facility Management Handbook. 2<sup>nd</sup> Ed.* AMACOM, 1998.

Piper, James E. *Handbook of Facility Management. Tools and Techniques, Formulas and Tables.* Prentice Hall, 1995.

### **Building Security**

Hanna, Jeffrey W. *Safe and Secure.* Washington, DC: The Alban Institute, 1999

Hanna, Jeffrey W. *Safe and Secure.* Washington, DC: The Alban Institute, 1999.

Welch, Robert. *Serving by Safeguarding Your Church.* Zondervan, 2002

[www.churchmutual.com](http://www.churchmutual.com) – Safety Resources

[www.guideonecenter.com](http://www.guideonecenter.com)

### **Congregational Calendar Management**

AUUA. *AUUA Guide Book.* AUUA, 2000

AUUA. *The AUUA Guidebook.* AUUA, 2000. Section on Facility Management

### **Building Use and Rentals**

Internal Revenue Service. *Tax on Unrelated Business Income of Exempt Organizations.* IRS Publication

[www.ASCtechnologies.com](http://www.ASCtechnologies.com)

[www.CalendarScript.com](http://www.CalendarScript.com)

[www.dea.com](http://www.dea.com) (EMS Lite(

[www.eventkeeper.com](http://www.eventkeeper.com) (ServiceU)

[www.IRS.gov/charities/articles](http://www.IRS.gov/charities/articles)

[www.ShelbyInc.com](http://www.ShelbyInc.com). Calendar Module