

Terms of Reference (ToR) for Building Maintenance Team

1. Introduction

The Building Maintenance Team (the Team) is a group of dedicated volunteers responsible for the upkeep and preservation of the historic ROXY Theatre. The Team operates under the direction and supervision of the OSLT Board of Directors (the Board).

2. Purpose

The purpose of the Team is to ensure the ROXY Theatre remains safe, functional, and aesthetically pleasing for all OSLT members and visitors. The Team will carry out routine maintenance, repair tasks, and minor improvements as required and as directed by the Board.

3. Scope of Work

The Team's responsibilities include, but are not limited to:

- Regular inspections of the building's interior and exterior.
- Performing routine maintenance tasks (e.g., painting, cleaning, minor repairs).
- Address urgent repair needs as they arise.
- Reporting significant issues or necessary major repairs to the Board through the Board Liaison.
- Providing recommendations on the condition of critical parts of the building that will require strategic planning (e.g., elevator, roof replacement).
- Coordinating with external consultants or contractors for specialized maintenance work when necessary.

4. Membership and Structure

- The Team will be composed of OSLT volunteers who have an interest in building maintenance.
- A Team Leader will be appointed by the Board.
- The Board Liaison will facilitate communication between the Board and the Team.

5. Roles and Responsibilities

Team Leader:

- Coordinate and oversee the work of the Team.
- Liaise with the Board Liaison to ensure the theatre's maintenance needs are met.
- Ensure that all maintenance activities are carried out safely.
- Maintain records of maintenance activities and report to the Board Liaison as needed.
- Provide reports and recommendations pertaining to the condition of critical parts of the building that require strategic planning for future repairs or replacements.

Board Liaison:

- Act as the primary point of contact between the Board and the Team.
- Communicate the Board's directives and feedback to the Team Leader.
- Request monthly reports from the Team Leader.
- Report on the Team's activities and any issues or concerns to the Board.

- Assist in resolving any conflicts or issues that may arise between the Team and the Board.

Team Members:

- Participate in maintenance activities.
- Follow instructions from the Team Leader.
- Adhere to safety protocols and guidelines.
- Communicate any issues or concerns to the Team Leader promptly

6. Reporting and Accountability

- The Team Leader will provide a written report to the Board Liaison as needed, summarizing activities, issues encountered, and proposed solutions.
- The Team Leader will also provide reports or recommendations on the condition of critical parts of the building that require strategic planning, ie: the elevator, roof, HVAC systems, plumbing, and electrical systems.
- The Board Liaison will present these reports to the Board and provide feedback to the Team.
- The Team will be accountable to the Board and must seek approval for any major repairs or expenditures outside of the pre-determined allotted fiscal budget.

8. Budget and Resources

- The Board will allocate a budget for routine maintenance activities.
- The Team Leader will manage this budget and ensure funds are used efficiently.
- Any additional funding needs must be communicated to the Board Liaison for approval.

9. Safety and Compliance

- The Team must comply with health and safety regulations.
- Appropriate personal protective equipment (PPE) will be provided to all Team members.
- The Team Leader is responsible for ensuring all members work in a safe manner.

10. Duration and Review

- This Terms of Reference will be reviewed annually by the Board and updated as necessary.

11. Code of Conduct

- Team members are expected to maintain a high standard of conduct.
 - Respect, cooperation, and effective communication are essential.
- Any conflicts or issues within the Team should be reported to the Team Leader or directly to the Board Liaison if necessary.

12. Termination of Membership

- Membership of the Team may be terminated by the Board for reasons including, but not limited to: misconduct; or failure to adhere to safety protocols.

Approval and Effective Date

This Terms of Reference is approved by the OSLT Board of Directors and is effective as of

June 2024