

PINELLAS COUNTY INTERGROUP  
CENTRAL OFFICE MAINTENANCE COMMITTEE  
POLICY AND PROCEDURE

FORM COMCPP DRAFT 1.1

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**Mission:** To accomplish preventative and restorative projects to maintain the integrity of Pinellas County Intergroup's Central Office Facility.

**Scope of work:** It is the intent of this Committee to provide planning, labor and materials to accomplish minor restoration or construction projects. The Committee must in all ways comply with all local, county, state and federal building codes and requirements. Payment for Labor and materials required for such projects will be made using the general operating funds of Central Office, but may be donated by A.A. members, providing such gifts are in compliance with all applicable A.A. traditions. If projects require building permits and/or materials costing in excess of \$300.00; it will be the responsibility of the Maintenance Committee Chairperson and the Central Office Manger to collaborate, and develop a plan which will then be presented to the Intergroup Membership for their approval.

**Chairperson's responsibilities:** To plan an coordinate maintenance projects to insure that the facility meets health and safety requirements of its inhabitants and to mitigate wind or water damage caused by hurricanes or other natural disasters. To restore facility after the danger from hurricane or natural disaster has passed. It will also be the responsibility of the Chairperson to recruit volunteers, and procure materials required to accomplish planned projects.

**Chairperson's requirements:** Five years continuous sobriety, some Intergroup experience preferred. A good working knowledge of local building practices and codes.

**Committee responsibilities:** To work under the direction of the Committee Chairperson to accomplish project tasks as outlined by the Committee Chairperson.