

Office of Buildings & Properties



WHAT DO WE DO?

Construction/Renovations

- The Buildings & Properties group is here to serve **YOUR** needs on the completion of all work as it relates to construction and renovations. (Emphasis is on "your"). We are here to support you and work with you to make each project as successful as it can be.
- We are here to assist you from concept to completion. From the initial selection of an Architect or Engineer, if needed, to soliciting bids and following through with the work to your satisfaction.
- We negotiate, issue, and manage all contracts with all professionals, contractors, and material suppliers as it relates to construction/renovations. We assist with estimating project costs and maintenance and repair.
- We help you through the Diocese Guidelines for Construction and Renovations to make your projects go as smooth as possible.

PROPERTIES – BUY/SELL

- We review the potential purchase of new properties and the sale of existing ones to ensure that all paperwork is recorded properly and the sales/purchases are closed properly. We have our own standard purchase/sale agreements that we use throughout the state.
- We coordinate all title examinations and recording of deeds before, during, and after purchases.
- All properties bought and sold must be done through the Bishop's Office; Buildings & Properties is your liaison to get this done.

Leases/Right-of-Ways

- We coordinate, negotiate, and record all property leases to individuals or organizations. Any property that is leased should have a formal written agreement signed off on by the Bishop. We are your liaison with the Bishop's office to get this done.
- Oil and gas leases are also reviewed and approved through the Buildings & Properties office. We research each lease individually as it is presented and have our lawyers review all terms to make sure they are in line with industry standards. All oil and gas leases need to be signed by the Bishop and be recorded in his name, and his successors.
- We review and record any Right-of-Ways or Easements on properties for all organizations.

Environmental Issues

- We can perform inspections and assist with all indoor air quality issues and concerns, water, asbestos, and land problems.
- We coordinate the Asbestos Hazardous Emergency Response Act (AHERA) program throughout the schools for the entire Diocese by conducting the proper inspections in accordance with the National Emissions Standards for Hazardous Air Pollutants (NESHAP).