



Ninety-Nines

THE NINETY-NINES, INC.

STANDARD OPERATING SOP

Building Facilities SOP

1. Purpose: To Preserve the unique history of women in aviation and ensure that the buildings and grounds of The Ninety-Nines, Inc., are maintained safely and effectively by periodic planned maintenance and improvements.
2. Applicability: The maintenance and safety of the buildings and grounds owned by The Ninety-Nines, Inc. are entrusted to a Buildings Facility Committee comprised of individuals with the following characteristics:
3. Membership: The Buildings Facility Committee shall be comprised as follows:
 - 3.1 A member with construction knowledge and experience as applicable.
 - 3.2. A member with knowledge of building permits, to include knowledge of the appropriate building codes and regulations
 - 3.3. A member from the Oklahoma City area who can act as liaison with contractors/subcontractors, consultants, and engineers
 - 3.4. An engineering consultant from the Oklahoma City area
4. Responsibility: In order to achieve the goals of sustained maintenance and safety, the Building Facilities Committee will:
 - 4.1 Inspect the buildings and grounds for potential problems on a quarterly basis, or as needed
 - 4.2. Accomplish repairs in a timely manner
 - 4.3. Establish a preventative maintenance program
 - 4.4. Ensure compliance with all building codes and regulations within City and County jurisdiction
 - 4.5. Operate in accordance with the bylaws, standing rules and standard operating procedures rating Policies and Procedures-Finance, at least three (3) bids will be obtained for services costing \$2,000 or more.
 - 4.5.1. A written contract is required for services costing \$2,000 or more
 - 4.5.2. Amounts \$1,000 or more shall have Building Maintenance Committee approval
5. Procedure Content:
 - 5.1 Quarterly, and after storms or when maintenance problems occur, inspect the building for damage
 - 5.2. In accordance with the Board Operating policies, at least three (3) bids will be obtained for services costing \$2,000 or more
 - 5.2.1. A written contract is required for services costing \$2,000 or more
 - 5.2.2. Amounts \$1,000 or more shall have Building Maintenance Committee approval
 - 5.2.3. Prior to commencing work, all contractors shall obtain the necessary permits and provide proof of insurance for general liability and workman's compensation.
 - 5.3. Before making any financial commitment, review the Building Maintenance budget with the International Treasurer, Headquarters Manager and Finance Committee. Obtain the approval of the Board of Directors, if necessary
 - 5.4. With the approval of the President, invite consultants, engineers and contractors to a scheduled Board meeting, if necessary

- 5.5. Any scope of work that would influence another scope of work in its process, should be brought to the attention of the Building Facilities Committee Chair
- 5.6. Provide periodic reports to the Board of Directors at the Spring and Fall meetings, as required, or sooner if necessary.
- 5.7. Submit an annual report to the Headquarters Manager to be included in the Annual General Meeting packet

6. Approval:

6.1 Authorizing Body: International Board of Directors.

6.2. Approval Date: This Building Facilities SOPP was approved on June 13, 2022