

# Announcement

May 2, 2022

## FOR ELDERS

1. **Kingdom Hall Maintenance/Repair Work:** We are aware that some Kingdom Halls need renovation that would be attended to by the LDC in the future. However, some of these halls can be kept safe and functioning, if the repair work would be done locally. Whether the Kingdom Hall has been scheduled for LDC renovation or not, if there is a need for roof repair or roof sheet replacements, and the cost is not above your target balance, you have approval to use a qualified contractor or hired worker to carry out the repair work. Please do not involve the publishers. The qualified contractor or hired worker should be willing to comply with the requirements in the attached *Minimum Safety Standards for Use of Contractor on Kingdom Hall Roof Repair* (WP-04). The WP-04 should be filled and duly signed by the contractor or hired worker and an elder representing the congregation as shown in the sample of the WP-04. At the completion of the project, please send at least six clear pictures showing how the work area was barricaded, how the roof was accessed (ladder or scaffold), and the personal protective equipment that was worn by the contractor/competent tradesman to the LDC Department inbox. The body(ies) of elders should review and follow the instructions in *Shepherd* book chapter 21, paragraph 10, on the use of contractors. Kindly assign two elders who will ensure that all directions are followed and contact your LDC maintenance trainer if you need any assistance.

2. If the cost of the repair work is more than your target balance, please inform your maintenance trainer and wait for his approval whether the congregation is willing to fund the project or not. He will provide needed direction and consult the field representative when needed.

3. **Protecting Kingdom Hall Property Boundary:** There has been a significant increase in encroachments and trespasses on Kingdom Halls and organization-owned properties around the country. Therefore, we wish to recommend that congregations meeting in Kingdom Halls that are not fenced should construct a dwarf fence to protect the property boundary from encroachment. Before you begin construction, please contact your LDC maintenance trainer for assistance to establish the Kingdom Hall property boundaries. Also send your Kingdom Hall survey plan to the branch if you have the original on record. The maintenance trainer will also help to confirm if you need to first obtain a permit from the authorities. Attached is a drawing detail showing how the fence should be constructed. Congregations that need financial assistance to execute this project should promptly inform their LDC maintenance trainer who will pass the information to the LDC field representative. Where issues arise regarding the fencing permit or your boundaries, please write to LDC Office and further direction will be provided. While waiting for assistance from the branch, please, promptly put up hedges or live sticks to protect the Kingdom Hall boundary.