

Building Report Guide

(11/09)

Line 1 Information in this report is part of the permanent file.
Line 2 Email or mail the completed form to Catholic Mutual Group.
Line 4 Date form completed.
Line 5 Membership _____ (4 digit number)
Ledger page _____ (3 digit number)
Item _____ (number)
Line 6 Name of parish or location.
Line 7 Mailing address of parish or location.
Line 8 Name of item as it is to appear on the ledger page.
Line 9 Indicate use of item (church/hall/dwelling/rental).
Line 10 **Address of item.**
Line 11 Year item was built.
Line 12 Value of all moveable contents in structure.

Section A New Construction

This section is to be completed only if the item is of new construction and less than 18 months old. Indicate contract cost to complete construction of building including all change orders, if available or known include costs for site prep/demo, paving/sidewalk, landscape, architect fees, & estimate value of volunteer labor and donated materials if any.

Section B Super Structure

This section should be used for all items. Indicate square footage of floors, calculated from sketch (on page 4).

If unable to calculate square footage, indicate in first floor section to “refer to sketch”. Indicate story height of walls & perimeter of each floor. Total square footage is floor totals added together.

Indicate total square footage of choir loft/mezzanine; if unable to calculate square footage indicate “refer to sketch”.

If item includes a bell tower, indicate number of stories and total square footage of floors (finished and unfinished) if unable to calculate square footage indicate “refer to sketch”. Indicate amount of basement square footage finished, and describe occupancy of finished area. Indicate amount of basement square footage unfinished, if other than basement indicate type of foundation and amount of square footage.

***Exterior amenities (covered entry, enclosed porch, wood deck, etc.) should not be included in square footage.**

Section C Frame

Indicate percentage type of framing system used above grade, must equal 100%.

Section D Exterior Finish

Indicate type of/or percentage of exterior finish, must equal 100%.

Section E Roof Cover

Indicate type of/or percentage of roof cover, must equal 100%.

Section F Interior Partition Wall Finish

Indicate type of/or percentage of interior partition wall finish cover, must equal 100%.

Section G Interior Finish

Indicate type of/or percentage of interior finish cover, must equal 100%.

- Section H** **Floor Finish**
Indicate type of /or percentage of Floor finish, must equal 100%.
- Section I** **Ceiling Finish**
Indicate type of/or percentage of Ceiling finish, must equal 100%.
- Section J** **Heating System**
Indicate type of/or percentage of Heating system, must equal 100%.
- Section K** **Cooling System**
Indicate type of/or percentage of Cooling system, must equal 100%.
- Section L** **Fire Protection/Plumbing/Elevators**
Indicate type of fire protection and percentage of total floor area protection covers. Plumbing fixtures include total count of all plumbing fixtures in building, if residential type buildings indicate number of full, $\frac{3}{4}$, and $\frac{1}{2}$ baths.
- Section M** **Misc/Church Specials**
Indicate number of units for each misc. item selected or new cost if known. Indicate stain glass studio if known, window calculations, number of windows width/height and if it is protected. Rose windows (round) should be indicated by diameter of window.
- Section N** **Building Sketch**
Draw sketch of building, using exterior measurement, each floor should be indicated along with basement. Include exterior amenities (covered entry, porch, wood decks, etc) on sketch. Choir lofts, mezzanine, towers should also be indicated on sketch.
- Section O** **Plot Plan**
Draw site plan to indicate distance of items from each other, buildings and distance do not need to be to scale, as long as accurate distance is given between structures. Items on plot plans should be identified by ledger page number and name.

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