

Building Report Guide

(9/04)

- Line 1 Information in this report is part of the permanent file.
Line 2 Mail the completed form to this name and address.
Line 4 Date form completed.
Line 5 Membership _____(number)
Ledger page _____(number)
Item _____(number)
Line 6 Name of parish or location.
Line 7 Mailing address of parish or location.
Line 8 Address of building to be added, if separate location.
Line 9 Check the type of occupancy, or indicate Other (Specify), i.e., dwelling, garage, shed.
Line 10 Check as indicated. If an addition or renovation specify which building, i.e., school/gymnasium.
Line 11 Distance to nearest owned structure. Include the name of which building closest to if 50' or less.
Line 12 Refers to Line 13 through Line 32, contract cost section.
Attach "Application and Certificate For Payment", AIA Document G702 and G703.
Line 13 "Cost New" including change orders.
Month and year of completion or age of building.
Line 14 Refers to line 15 through 20.
Line 15 Site preparation includes grading and clearing.
Line 16 Demolition of existing structures or tear out for renovation.
Line 17 Paving and curbing of parking areas plus sidewalks only.
Line 18 Includes trees, shrubs, other plants, lawn and underground sprinkler system.
Line 19 Indicate dollar amounts for architect and engineering fees.
Line 20 Estimate value of volunteer labor.
Estimate value of donated materials.
Line 21 If "**NOT**" included the contract cost new on line 13, include below.
Line 22 Stained Glass: give dollar amount (if known) or square feet of glass area.
Pipe Organ: give dollar amount (if known) or number of stops or ranks.
Line 23,24,25,26,27,28,29,30,31,32 Give dollar amounts.
Line 32 Value of Movable Contents
Church: sacred vessels, vestments, candelabra, candles, prayer books, music and sanctuary furniture such as pre dieus chairs, fine arts, etc.
Hall: tables, chairs, dishes, (including pots, pans and silverware), bingo equipment, etc.
Schools: library, audiovisual tapes and films; science, biology and computer labs; weight room equipment, etc.
Rectory and Convent: furnishings, computers, office equipment, etc.
Garage and Storage Buildings: lawn equipment, miscellaneous items, etc.
Line 33 Indicate % of each, if applicable.
Line 34 Indicate square feet of each, if applicable.
Line 36 Refers to line 37 through line 81, superstructure. Indicate % of each.
Line 37,38,39 Indicate % of each, above grade. "**Not the basement**".
Line 40,41 Indicate % of each, above grade.
Line 42,43 Indicate % of each, above grade.
Line 44, 45 Indicate % of each, above grade.
Line 46,47,48,49 Indicate number of fixtures. **Do not count exterior faucets, or hose bibs.**
Line 50 Indicate % of total area.
Line 51,52 Indicate number.
Line 53,54 Indicate % of each, above grade.
Line 55 Indicate % of each, above grade for refrigerated cooling, evaporative cooling.
Indicate number of window air conditioners.
Line 56,57 Indicate % of each, above grade.
Line 58,59,60,61 Indicate % of each, above grade.
Line 62,63,64,65 Indicate % of each, above grade.
Line 66,67,68 Indicate % of each, above grade.
Line 69,70,71 Indicate % of each.

- Line 72,73,74,75,76,77 Indicate % of each.
- Line 78,79 Indicate number of each, if applicable.
- Line 80 Indicate the cost new, if known.
- Line 81 Indicate the number of each.
- Line 82 Refers to line 83 through line 85.
- Line 83,84 Indicate scale of building sketch, i.e., 1"= 20' or 1"=50'.
- Line 85 Draw a sketch of each floor. **Use exterior dimensions.**
- Line 86 Refers to line 87 through line 95, area calculations.
- Line 87 Square feet finished basement; height of wall; lineal feet of wall.
- Line 88 Square feet unfinished basement; height of wall; lineal feet of wall.
- Line 89 Square feet first floor; height of wall; lineal feet of wall around perimeter.
- Line 90 Square feet second floor; height of wall; lineal feet of wall around perimeter.
- Line 91 Square feet third floor, height of wall; lineal feet of wall around perimeter.
- Line 92 Square feet fourth floor, height of wall; lineal feet of wall around perimeter.
- Line 93 Square feet loft (balcony).
- Line 94 Square feet of attached or detached garage; indicate exterior dimensions, i.e., 24 x 24.
- Line 95 Square feet of basement garage; indicate dimensions.
- Line 96 Use this area to calculate areas on line 87 through 95, **include each floor.**
 Example: The living area of a house is the area enclosed by the outside dimensions of the heated and air-conditioned portions of the house. This excludes basements, (even if finished and heated), open porches, garages, unfinished attics and so on.
 When measuring a house in preparation for calculating the living area, use these steps:
1. Draw a sketch of the foundation.
 2. Measure **all outside walls.** Show porches, balconies, covered walks, garages, etc.
 3. If the house has an attached garage, treat the inside walls that are common to the house as outside walls.
 4. Measure the garage.
 5. Round off all measurements to the nearest inch (for example, 32'.4").
 6. Before leaving the location, check to see that dimensions of opposite sides are equal. If they are not, remeasure.
 7. **Divide** the sketch into **sections**, i.e., and rectangles, squares circles.
 8. Calculate the area of each section.
 9. Add up the areas, being careful to **subtract** the area of the garage, if necessary.
 10. **REVIEW the calculations for errors.**
- Line 97 Space for additional comments, i.e., Stained Glass (2) 4x6, (8) 3x8, 20x20 Mural.
- Line 98 Indicate architect or contractor's name. Date completed by architect, engineer or contractor.
- Line 99 Indicate person to be contacted if questions arise. Include telephone number with area code.