

Procedure for completing Building Report Forms.

1. Complete the blanks as requested. Ledger page number must correspond with ledger book for that parish location.
2. Name of parish location that owns the building.
3. Date of physical inspection, not mailing date.
4. Address of parish location that owns the building.
5. Address of building to be added. If building does not have a separate street address from the parish then leave blank.
6. Indicate the type of building this report form is describing. If building is multi-purpose, then indicate so.
7. If the building report is for a newly constructed building then indicate so and complete #8, #9, #9a, and #9b. The same holds true for a newly constructed addition to an existing structure. If the building is an existing structure, then skip #8, #9, #9a, and #9b and proceed to #10. Information for completing #8 thru #9b can be obtained by (1) reviewing parish file; (2) communication with building contractor or architect; or (3) chancery.
8. Complete when building is new or a new addition to existing structure. If you know or can approximate the age of the structure when it is an existing building then indicate so.
9. Cost new of building including change orders. Do not complete this portion if the cost new is not known.
  - a) Cost of land, paving & sidewalks (parking lots), architect fees, and landscaping are excluded for computing replacement cost.
  - b) Donated labor and materials are added to the contract cost for computing replacement cost.

10. Determine by multiplying length x width. (When measuring property, use backside of form for recording dimensions and exterior wall heights.)
  - a) Basement measurements are required for computing replacement cost. If there is no basement then please record a -0- in blank. Also needed is if the basement is finished or unfinished.
  - b) Record the Garage square footage accordingly.
11. Determined by adding the outer boundary of building.
12. Any exterior wall that is of masonry construction, wall thickness must be indicated in inches.
13. Determined by counting each plumbing fixture in the entire structure.
14. Indicate if there is a fireplace in the structure.
15. Specify the type of heating/cooling system installed. If the structure has 2 or more different types of heating systems, indicate the percentage of each.
16. Relates primarily to churches. For buildings other than churches, the last 3 items should be worth noting.
17. Information for completing this blank can be obtained by the parish itself or the chancery should have a list of the contents for each structure.
18. A rough diagram of the structure to be added with the dimensions on the diagram. Also needed is how far is this structure from the closest parish owned property (ie; 30' north & 20' west from 01- Church). A north arrow is drawn on the diagram is also a requirement.
19. A front & rear photograph of the property to be added is a helpful item when computing the replacement cost.

# CATHOLIC MUTUAL GROUP

4223 Center Street — Omaha, Nebraska 68105

## BUILDING REPORT # 1 MEM-LEDGER PAGE-ITEM

This report will be the basis for our permanent file for the building described below.

# 2 Parish: \_\_\_\_\_ # 3 Date: \_\_\_\_\_

# 4 Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

# 5 Address of property to be added: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

# 6 Type Building: Church \_\_\_\_\_ Rectory \_\_\_\_\_ Convent \_\_\_\_\_ School \_\_\_\_\_ Hall \_\_\_\_\_ Other (specify) \_\_\_\_\_

# 7 Is this building: \_\_\_\_\_ new \_\_\_\_\_ an existing building \_\_\_\_\_ addition to which building \_\_\_\_\_

# 8 Date of completion or age of building: \_\_\_\_\_ # 9 Contract Cost: \$ \_\_\_\_\_  
Month/Year (Do not complete if cost new is not known)

# 9a. If the contract cost included any of the following, please give the dollar amount:

Cost of Land . . . . . \$ \_\_\_\_\_  
 Paving & Sidewalks . . . . . \$ \_\_\_\_\_  
 Architect Fees . . . . . \$ \_\_\_\_\_  
 Landscaping . . . . . \$ \_\_\_\_\_

# 9b. Was there any volunteer labor or donated material(s)? \_\_\_\_\_  
(yes/no)

Estimated value of labor \$ \_\_\_\_\_ Materials \$ \_\_\_\_\_

# 10 SQUARE FEET OF:

Basement:	_____ sq. ft.	Heights per story _____ ft.	# 10a. Is Basement Finished _____
First Floor:	_____ sq. ft.	Heights per story _____ ft.	
Second Floor:	_____ sq. ft.	Heights per story _____ ft.	Unfinished _____
Choir Loft:	_____ sq. ft.		

# 10b. Garage: Attached \_\_\_\_\_ sq. ft. Detached \_\_\_\_\_ sq. ft. Basement \_\_\_\_\_ sq. ft.

# 11 Lineal feet of perimeter of First Floor: \_\_\_\_\_

# 12 EXTERIOR WALL:

Frame _____	Concrete _____
Frame with Veneer _____	Brick Faced Block _____
Solid Brick _____	Hollow Concrete Block _____
Steel Building _____	Other (specify) _____

# 13 PLUMBING:  
 \_\_\_\_\_  
Number of Fixtures

# 14 FIREPLACES:  
 \_\_\_\_\_  
Number of

# 15 HEATING/COOLING:

Forced Air \_\_\_\_\_ Electric Baseboard \_\_\_\_\_  
 Hot Water \_\_\_\_\_ Space Heat \_\_\_\_\_  
 Steam \_\_\_\_\_ Wall Furnace \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Central Air Conditioning: yes \_\_\_\_\_ no \_\_\_\_\_

REMARKS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(COMPLETE REVERSE SIDE)

If not included in the contract costs, please give the dollar amounts of the following:

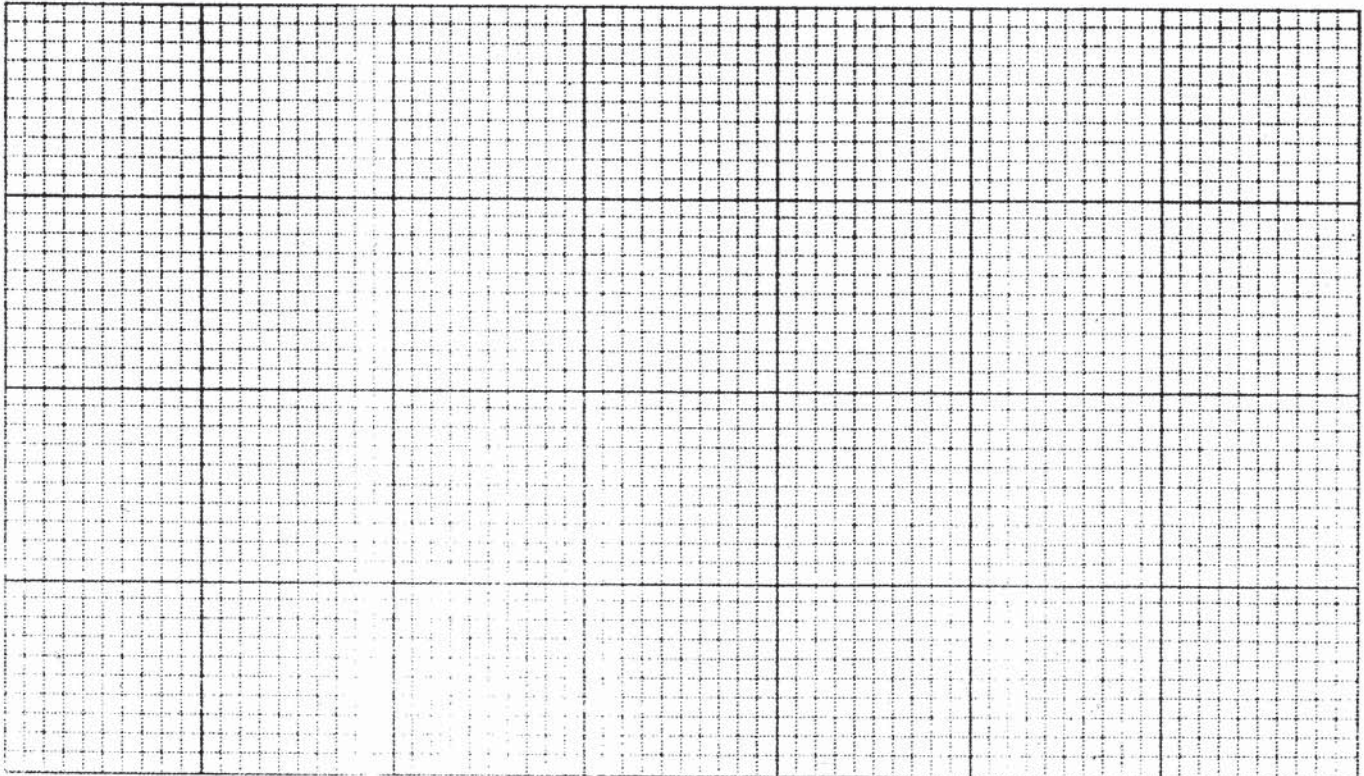
Stained Glass	\$ _____	Organ	\$ _____
Altars	\$ _____	Baptismal Font	\$ _____
Tabernacle	\$ _____	Floor Covering	\$ _____
Pews (lineal ft. or price)	\$ _____	Kitchen Equipment	\$ _____
Stations of the Cross	\$ _____	Other (specify)	\$ _____
P.A. Equipment	\$ _____		\$ _____
Carillion Bell Systems	\$ _____		\$ _____

VALUE OF MOVABLE CONTENTS: \$ \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DIAGRAM OF BUILDINGS WITH ALL DIMENSIONS:**

SCALE: 1 Grid = 2 ft. or 1 Grid = 5 ft.



Please attach front & rear view photographs of the building to be reviewed.