

Clear Form

CATHOLIC MUTUAL GROUP
10843 OLD MILL RD, OMAHA NE 68154
BUILDING REPORT FORM-MINOR BUILDING

DATE _____

MEMBER # _____ LEDGER # _____ ITEM # _____

PARISH _____

ADDRESS _____ CITY, STATE, ZIP _____

ITEM NAME _____

ITEM OCCUPANCY _____

ADDRESS OF ITEM _____

YEAR BUILT _____

ESTIMATED COST OF MOVEABLE CONTENTS IN THIS ITEM \$ _____

PERSON COMPLETING FORM _____

TELEPHONE NUMBER _____

NEW CONSTRUCTION COSTS (if item has been constructed in last 18 months, please fill out this section)
CONTRACT COST TO CONSTRUCT \$ _____ COMPLETION DATE _____
VOLUNTEER LABOR \$ _____
DONATED MATERIALS \$ _____

STRUCTURE (enter dimensions, square footage calculations, and story height)
DIMENSION SQUARE FOOTAGE STORY HEIGHT
FIRST FLOOR _____
ADDITIONAL FLOOR _____
TOTAL _____

FLOOR (enter as a %)
CONCRETE SLAB _____ %
WOOD _____ %
DIRT _____ %
OTHER _____ %

FRAME TYPE (enter as a %)
FRAME _____ %
MASONRY _____ %
OTHER _____ %

ROOF COVER (enter as a %)
ASPHALT _____ %
BUILT UP _____ %
STEEL _____ %
WOOD _____ %
OTHER _____ %

EXTERIOR (enter as a %)
WOOD SIDING _____ % HARDBOARD SIDING _____ % BLOCK _____ %
VINYL SIDING _____ % BRICK/FRAME _____ % BRICK/BLOCK _____ %
ALUMINUM SIDING _____ % STUCCO/FRAME _____ % STUCCO/BLOCK _____ %
OTHER _____

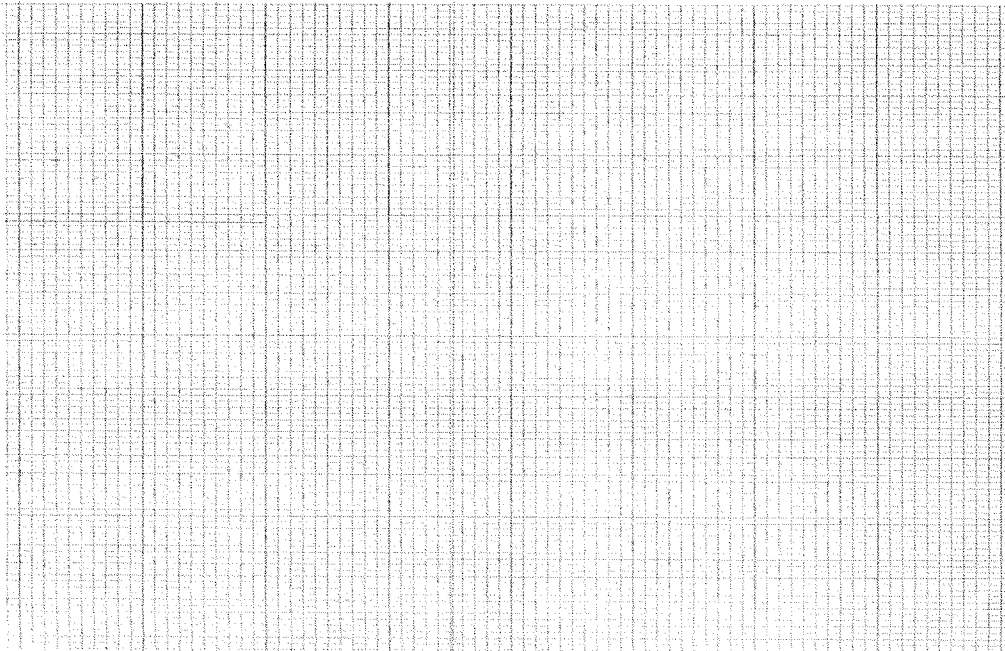
INTERIOR FINISH (enter as a %)
DRYWALL _____ %
PLASTER _____ %
PLYWOOD _____ %
NONE _____ %
OTHER _____ %

MECHANICAL (enter as Y or N)
ELECTRICITY _____
HEAT _____
COOL AIR _____
PLUMBING FIXTURES _____
OTHER _____

ANY ADDITIONAL DATA

BUILDING SKETCH
(indicate footprint of item with exterior measurements)

F

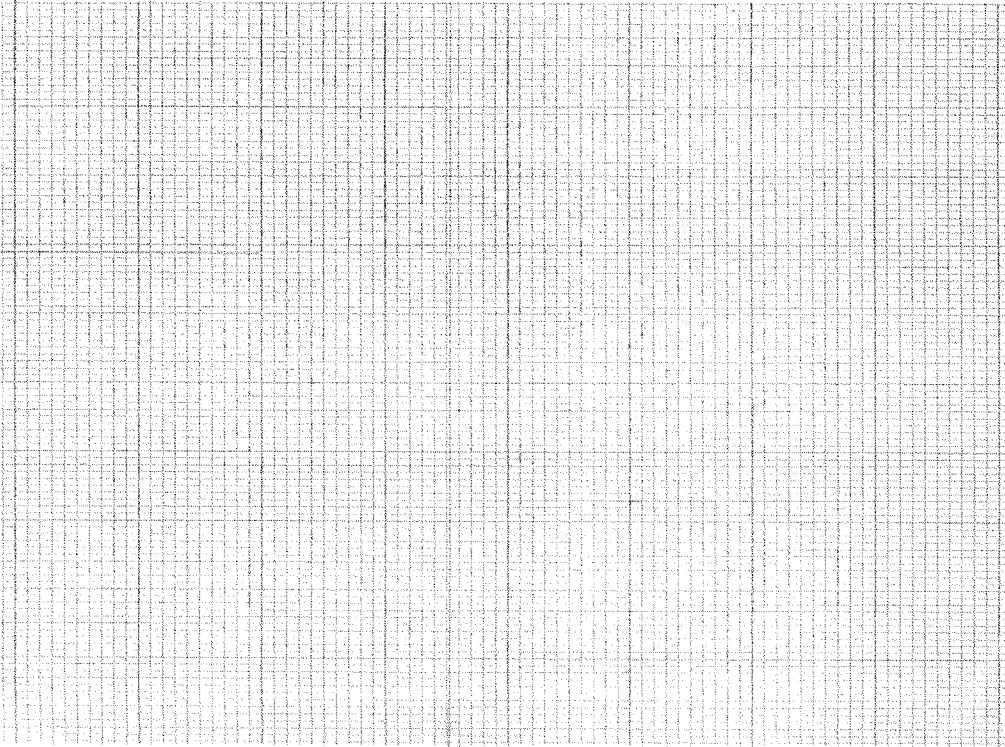


PLOT PLAN

Item # and/or building name of nearest existing structure to new item _____
Indicate distance between new item to nearest existing structure (in feet) _____

G

Sketch to indicate proximity of new item to nearest structure



Building Report Guide - Minor (12/08)

- 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 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.
- Section B Structure**
 This section should be used for all items. Indicate square footage of floor, calculated from dimensions and story height. If building is irregular, use page 2 – sketch and indicate in dimensions to “refer to sketch”
- If structure has additional floor area (attic, basement, etc) Indicate dimension, square footage, and story height.
- Section C Floor/Frame Type/Roof Cover**
 Indicate type of /or percentage of floor, frame type, and roof cover must equal 100%.
- Section D Exterior Finish**
 Indicate type of/or percentage of exterior finish must equal 100%.
- Section E Interior Finish/Mechanical**
 Indicate type of/or percentage of interior finish. Indicate type of/or percentage of any mechanical system
- Section F Building Sketch (if needed)**
 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.
- Section G Plot Plan (if needed)**
 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.