

Clear Form

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

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 \_\_\_\_\_
if contract costs include any of the following, please indicate
SITE PREPARATION \$ \_\_\_\_\_
DEMOLITION COSTS \$ \_\_\_\_\_
PAVING/SIDEWALK \$ \_\_\_\_\_
LANDSCAPING \$ \_\_\_\_\_
ARCHITECT/ENGINEERING FEES \$ \_\_\_\_\_
VOLUNTEER LABOR \$ \_\_\_\_\_
DONATED MATERIALS \$ \_\_\_\_\_

SUPERSTRUCTURE (enter square footage calculations from building sketch on page 4)
SQFT AVERAGE STORY HEIGHT PERIMETER
FIRST FLOOR \_\_\_\_\_
SECOND FLOOR \_\_\_\_\_
THIRD FLOOR \_\_\_\_\_
FOURTH FLOOR \_\_\_\_\_
TOTAL \_\_\_\_\_
CHOIR LOFT/MEZZANINE (total sqft.) \_\_\_\_\_
# of STORIES IN TOWER \_\_\_\_\_
FINISHED BASEMENT \_\_\_\_\_
FINISHED BASEMENT OCCUPANCY \_\_\_\_\_
UNFINISHED BASEMENT \_\_\_\_\_
CRAWL \_\_\_\_\_
SLAB \_\_\_\_\_
OTHER \_\_\_\_\_

FRAME enter as a %
PROTECTED STEEL FRAME (A) \_\_\_\_\_ % CONCRETE FRAME (B) \_\_\_\_\_ %
MASONRY (C) \_\_\_\_\_ % FRAME (D) \_\_\_\_\_ %
STEEL FRAME (S) \_\_\_\_\_ % PRE ENGINEERED METAL (S) \_\_\_\_\_ %

D

EXTERIOR			enter as a %		
BRICK/FRAME	_____ %	BRICK/MASON	_____ %	SOLID BRICK	_____ %
CONCRETE BLOCK	_____ %	POURED CONCRETE	_____ %	EIFS/MASONRY	_____ %
EIFS/FRAME	_____ %	GLASS CURTAIN	_____ %	STONE/MASON	_____ %
STONE/FRAME	_____ %	SOLID STONE	_____ %	SIDING/FRAME	_____ %
SIDING/MASON	_____ %	STUCCO/FRAME	_____ %	STUCCO/MASONRY	_____ %
OTHER	_____ %				

E

ROOF COVER			enter as a %		
ASPHALT	_____ %	BUILT UP SMOOTH	_____ %	BUILT UP GRAVEL	_____ %
COPPER	_____ %	SINGLE PLY	_____ %	SLATE	_____ %
STEEL	_____ %	CLAY TILE	_____ %	WOOD SHAKE	_____ %
OTHER	_____ %				

F

INTERIOR PARTITION WALL			enter as a %		
BRICK	_____ %	CONCRETE BLOCK	_____ %	POURED CONCRETE	_____ %
DEMOUNTABLE	_____ %	FOLDING	_____ %	STUDS/GIRTS	_____ %
OTHER	_____ %			NONE	_____ %

G

INTERIOR FINISH			enter as a %		
DRYWALL	_____ %	PAINT	_____ %	PLASTER	_____ %
PLY/FIBER BOARD	_____ %	CERAMIC TILE	_____ %	QUARRY TILE	_____ %
TEXTURED	_____ %	WALLPAPER	_____ %	WOOD PANEL	_____ %
OTHER	_____ %			NONE	_____ %

H

FLOOR FINISH			enter as a %		
BRICK	_____ %	CARPET	_____ %	SEALER	_____ %
HARDWOOD	_____ %	GYM-HARDWOOD	_____ %	MARBLE	_____ %
GYM-SYNTHETIC	_____ %	TERRAZO	_____ %	ASPHALT TILE	_____ %
VINYL TILE	_____ %	CERAMIC TILE	_____ %	QUARRY TILE	_____ %
OTHER	_____ %			NONE	_____ %

I

CEILING FINISH			enter as a %		
DRYWALL	_____ %	PAINT	_____ %	PLASTER	_____ %
PLY/FIBER BOARD	_____ %	ACOUSTICAL-SUSP	_____ %	ACOUSTICAL TILE	_____ %
WALLPAPER	_____ %	WOOD PANEL	_____ %	NONE	_____ %
OTHER	_____ %				

J

HEAT SYSTEM			enter as a %		
BOILER & PIPING	_____ %	ELECTRIC BASEBOARD	_____ %	FORCED WARM AIR	_____ %
SUSPENDED UNIT	_____ %	HEAT PUMP	_____ %	ROOF TOP UNIT	_____ %
HOT WATER/RAD	_____ %	THRU WALL UNIT	_____ %	NONE	_____ %
OTHER	_____ %				

K

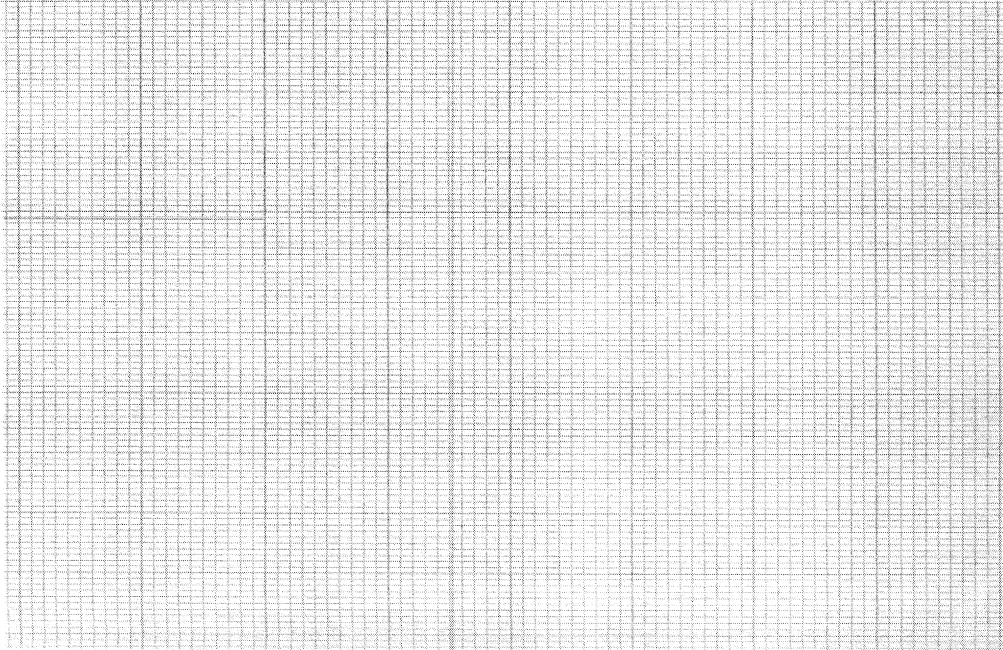
COOL SYSTEM			enter as a %		
CHILLED WATER	_____ %	EVAPORATIVE COOLER	_____ %	FORCED COOL AIR	_____ %
HEAT PUMP	_____ %	ROOF TOP UNIT	_____ %	THRU WALL UNIT	_____ %
WINDOW UNIT(S)	_____ %	NONE	_____ %		
OTHER	_____ %				

ANY ADDITIONAL BUILDING DATA



**BUILDING SKETCH**  
(indicate footprint of item with exterior measurements)

N

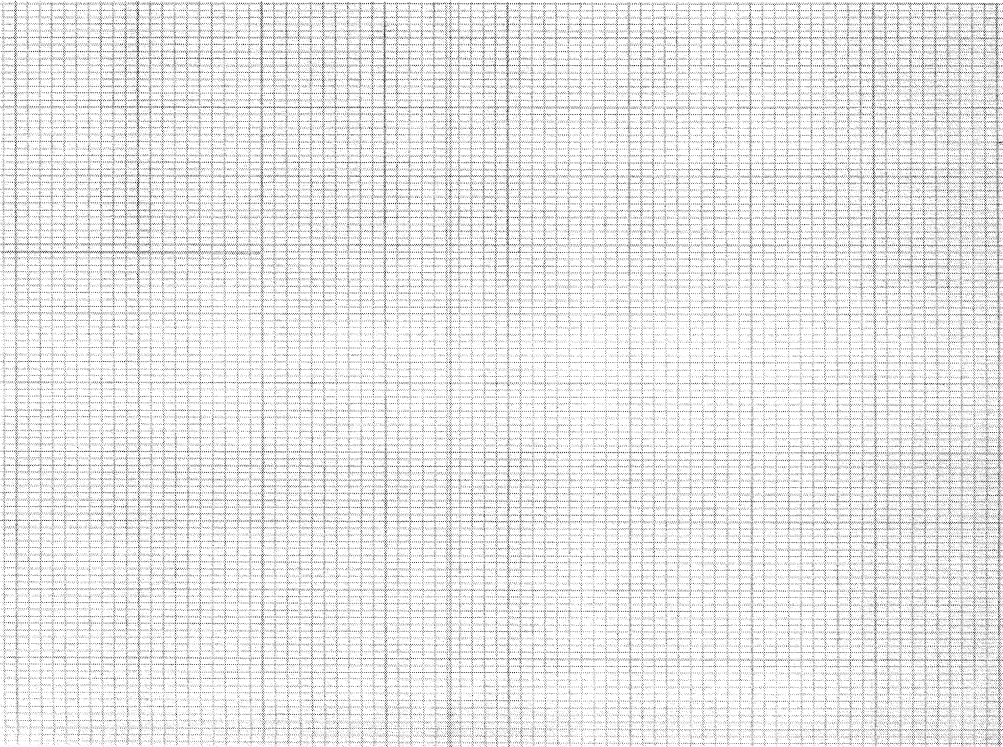


**PLOT PLAN**

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

O

Sketch to indicate proximity of new item to nearest structure



## 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.