

## **Building Survey Form**

Name of Congregation:	
Mailing Address:	
	Zip Code:
Telephone:	E-Mail:
Contact Person:	Title:
	E-Mail:
Signature:	Date:
church building connected to a parish he each building. Please fill out the forms	ration. For buildings that are connected, for example, a call, individual survey forms should be completed for completely.  Parish Hall   Other:
<ul><li>Date of Construction:</li><li>Architect:</li></ul>	
<ul> <li>Is the building listed on the State</li> </ul>	/National Register? ☐ Yes ☐ No
, , ,	ied to a non-diocesan organization (e.g., New York Historic Preservation Office, etc.) for grants or loans to Yes  No
<ul> <li>Have you ever received funding</li> </ul>	from such an organization?   Yes   No
<ul> <li>If you have received funding, ple</li> </ul>	ease indicate the project(s) funded and date(s):
1	Date:
2	
2	D-4

Congr	egation:		Location	:	Bı	ıilding:	
the top	o to the bottom ned; a clipboa	Begin your surve . Do not begin j rd and some bla called out on th	from the insid nk sheets of p	e. All sides	of the buil	ding should b	e
origin		e the type of roof erial (old photog licate.		•		• •	
•	Roof Type:	□ Gable	☐ Flat	☐ Mansa	ırd 🗆 Var	ious	
•	Material:	☐ Asphalt	☐ Slate	☐ Metal	☐ Oth	er:	
•		☐ Excellent	$\square$ Good	□ Fair	□ Poo	r	
•	Age of roof:						
•	Are there any	active roof leal	······································		l Yes	□ No	
•	Original Mat	erial:   Aspha	alt 🗆 Sl	ate $\square$	Metal	$\square$ Wood	
		☐ Other	·		Don't Kn	ow	
water	from the gutte	ther the leaders rs to the ground, he best time to in	) are attached	and whether	er they dire		
•	Material:	Copper	Steel $\square$	Aluminum	□ Vinyl	□ None	
•	Condition:	☐ Excellent	$\square$ Good	□ Fair	□ Poor		
•	Are <i>all</i> gutter	rs and downspou	ıts draining pı	operly?	□ Yes	□ No	
•	Are <i>all</i> leade	rs and downspot	its connected	to gutters?	□ Yes	□ No	
•	Do <i>all</i> leader	s drain at least 6	feet from the	foundation	? □ Yes	□ No	
•	How often ar	e gutters cleaned	d? □ Yearly	y 🗆 Twic	ce Yearly	☐ As Neede	d □ Never
•	When was th	e last time gutte	rs/leaders wer	e inspected	during a ra	ainfall?	
		<b>ire</b> Exercise cau s, do not enter bi			ries, tower	s or spires. If	the area is
•	Does the buil	lding have a belf	ry/spire/towe	r?	$\square$ Yes	$\square$ No	
•	If yes, is it so	reened?			$\square$ Yes	□ No	
•	Are there any	signs of pigeor	ıs/bats?		$\square$ Yes	$\square$ No	
•	How often is	it inspected?	$\square$ Yearly	☐ Twice Y	early [	☐ As Needed	□ Never
•	Are there sig	nificant amounts	s of droppings	3?	$\square$ Yes	□ No	
•	Does it have	a lightning rod?		□ Yes	□ No		
•	Year when li	ghtning rod was	last inspected	l:			
•	If the buildin	g has a bell, who	en was it last i	inspected? _			

Congregation:	Location: B	uilding:	
0 1	the condition of the exterior walls and re the mortar between the units has b	U	•
■ Material: ☐ Stone		ner:	
■ Condition: ☐ Excellent		·	
■ If walls are wood, year who		Л	
■ Paint Condition: ☐ Exc		 □ Poor	
<ul> <li>If walls are stone/brick, yea</li> </ul>		<b>⊒</b> 1 001	
■ Mortar Condition: ☐ Exc	<u></u>	□ Poor	
	ew, discoloration) on exterior walls?		] No
	,		
<b>6. Windows</b> Evaluate the condition of the stains	on of the windows and the surrounding and glass itself.	g frames. D	
■ Condition: ☐ Excellent	Good □ Fair □ Poo	or	
<ul> <li>If window surrounds are w</li> </ul>	ood, year when last painted?		
<ul> <li>If windows are wood, year</li> </ul>	when last painted?		
<ul> <li>Do windows and surrounds</li> </ul>	s show any evidence of rot? $\Box$ Y	es □ No	
<ul> <li>If stained glass, are they co</li> </ul>	vered with protective glazing? $\Box$	es □ No	
<ul> <li>If covered with protective §</li> </ul>	glazing, is it vented? ☐ Yes	□ No □ I	Oon't know
<ul> <li>If covered with protective §</li> </ul>	glazing, is it?	☐ Glas	S
Z. Landscaping			
<ul> <li>Does the ground slope awa</li> </ul>	v from the building?	□ Yes	□ No
<ul> <li>Is there flooding/standing v</li> </ul>		□ Yes	□ No
	least 8 inches above grade?	□ Yes	□ No
	2) feet away from the foundations?	□ Yes	□ No
<ul> <li>Are any plantings growing</li> </ul>	•	□ Yes	□ No
<ul><li>When was the building last</li></ul>	-		
3. Interior			
<ul> <li>Is there dampness/smell of</li> </ul>	mildew in crawlspace/basement?	□ Yes	□ No
•	water in the crawlspace/basement?	□ Yes	□ No
<ul> <li>Are dehumidifiers used in the</li> </ul>	•	□ Yes	□ No
	to the crawlspace/basement?	□ Yes	□ No
	ned to be opened and closed?	□ Yes	□ No
	erable (can they be opened & closed)?		□ No
-	en and close, how often are they open		
☐ During Use of Space		ver (currently	v sealed)
_ Zamig ose of space		. 51 (501151111)	, scarca,

Congregation:	Locatio	on:	Building:	
0 Hanting & Floatnical				
9. Heating & Electrical	haatada 🗆 Ctaam	□ Hat Water	П Балас	A i
	heated?	□ Hot water	☐ Force	eu Air
when was the fame	ed in a separate, fire-r	entad room?	□ Yes	□ No
	• ,			□ No
	The comoustion materials stored in the furnace room.			
	Is there a wall-mounted fire extinguisher in the furnace room.  Is there a smoke detector located in the furnace room?			□ No
			□Yes	□ No
	onoxide detector loca			□ No
	s, are they battery ope	-	· ·	
building's electrica		-	y-powered □ H	
<ul> <li>Is oil or gas used to</li> </ul>	_	□ Oil	$\Box$ G	
<ul> <li>If oil is used, where</li> </ul>	is the storage tank lo	cated?   Above	ground $\square$ B	elow ground
<ul><li>If the storage tank i</li></ul>	s below ground, how	long ago was it inst	alled?	
$\Box$ 20 years ago or 1	ess $\square$ 20-30 years a	go $\square$ 30-40 years a	ago 🗆 50 year	rs ago or more
<ul> <li>Does the building h</li> </ul>	ave fuse boxes or circ	cuit breakers?	☐ Fuses [	☐ Breakers
<ul> <li>Do fuses/ breakers</li> </ul>	need to be changed/re	eset frequently?	□ Yes [	□ No
<ul> <li>Do lights flicker or</li> </ul>	spark?		□ Yes [	□ No
10. General Observations				
<ul> <li>How would you de:</li> </ul>	scribe the general con	dition of the buildin	ng?	
☐ Excellent	□ Good	☐ Fair	□ Poor	
<ul> <li>How would you de:</li> </ul>	scribe the general con	dition of the exterio	or of the building	ng?
☐ Excellent	$\square$ Good	☐ Fair	□ Poor	
<ul> <li>How would you des</li> </ul>	scribe the general con	dition of the interio	r of the buildin	g?
☐ Excellent	$\square$ Good	□ Fair	□ Poor	
mark N/A). Do <b>NO</b> configuration nor coexisting physical co	concerns you have report include handicap a concerns about furnish anditions, preferably conditions.	ccessibility issues, i ings or organs. Plea concerning the exter	interior painting ase limit your c ior of the build	g, space use or omments to ing:
1.				
2				

Congregation:	Location:	Building:
2		
3		
	nate it would cost to address the ab	
Item 1: \$ _		
Item 2: \$ _		
Item 3: \$ _		
• In the last five (5)	years, what major repairs (above \$	5,000) have been undertaken on the
building?		
1:		
<ul> <li>What did the abov</li> </ul>	e repairs cost?	
Item 1: \$ _		
Item 2: \$ _		
Item 3: \$ _		
_		