

DIOCESAN SYNOD OF WESTERN NEWFOUNDLAND

Date: _____ Parish: _____ Cong.: _____

PLEASE PROVIDE A SKETCH OR PICTURE OF THE EXTERIOR AND FLOOR PLAN

1. What is the nature of the project?

- Building/Renovating Church _____
- Church with basement hall _____
- Hall _____
- Rectory _____
- Other _____

2. Site:

(A) Do you have clear title to the land? Yes _____ No _____

(B) What is the nature of the soil?

(C) Is there good natural drainage? Yes _____ No _____
If not, what steps are being taken to improve it?

(D) What area is available for parking? On Church property? _____
Other property? _____
Is there more than one entrance to parking lot? _____
How wide are the entrances to the church parking lot? _____

3. The Building - general (applicable to all buildings)

(A) Is the building sited with regard to prevailing winds, so that advantage is taken of natural wind breaks? _____

(B) What is the source of water supply? _____

(C) What method of sewage disposal is to be used? _____

(D) What methods of heating are to be used? _____

(E) What provision has been made for ventilation? _____

(F) What insulation is to be used in the roof? _____

Quality? _____

In the walls? _____

Quality? _____

(G) What material is to be used for the exterior covering? _____

(H) Is the electrical system adequate to take care of all foreseeable installations and appliances? _____

(I) Will all masonry chimneys have flu linings? _____

(J) What provision has been made for fire protection? _____

(See Canadian National Fire Code)

Are fire escapes required? _____

(K) Has provision been made for handicapped people: eg. In entrance? _____

Is space provided for wheelchair? _____

FINANCES:

Estimate cost of project \$ _____

To meet this cost

(A) Money on hand \$ _____

(B) Money expected in ___ years (donations/fund raising) \$ _____

(C) Loans (Rate of interest ___% Term ___ years.. \$ _____

(D) Grants Government \$ _____

Other, eg, Ang. Foundation/Diocese.. \$ _____

(E) Free Labour \$ _____

TOTAL (A - E)..... \$ _____

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5. Estimated annual cost of operating building:

- (A) Heat, light, telephone..... \$ _____
- (B) Janitor, service, cleaning \$ _____
- (C) Repairs \$ _____
- (D) Insurance \$ _____
- (E) Other \$ _____

6. INSURANCE DURING BUILDING PERIOD

What insurance has been taken out for fire, vandalism, theft? _____

PLEASE CONSULT: CANADIAN NATIONAL BUILDING CODE
 PROVINCIAL BUILDING CODE

THE BUILDING IN PARTICULAR (Please complete only the section that applies)

A CHURCH:

1. Has the siting of the main entrance taken into account the prevailing winds? _____
2. What is the seating capacity?.....Congregation _____
 Choir? _____
3. What area is provided for cloakrooms? _____
 What will the floor covering of cloakroom be? _____
4. Vestry area: Clergy _____ sq ft
 (Sacristy)
 Choir _____ sq ft
5. Is the intention to install a P A System? _____
 If so, has a suitable place been provided for the control panel and where?

6. Furniture, New?Yes _____ No _____
 From old church? _____
 If from old church, has the size of the pews, etc., been taken into account in
 planning? _____
7. Has office space been provided? _____

A RECTORY:

1. Is the office located so that visitors do not have to disturb the household, and is there reasonable protection from household noise? _____
(Has thought been given to having the office away from the rectory?) _____
2. Is there a downstairs washroom? _____

A HALL:

1. Entrances: Number _____ Width _____
Stairways: Number _____ Width _____
Steepness? _____
2. Stage: Dimensions _____
Could the area underneath the stage be used for storage, e.g, chairs, tables? _____
3. Storage space:
What area is proposed for:
Tables and chairs? _____
Sunday School Dividers? _____
Belongings of organizations using hall? _____
4. If the hall is to be used for sports activities, is the height sufficient? _____
Are the lights protected? _____
Is the wall covering able to take some abuse? _____
5. Washrooms: Do they open directly into hall? _____
If not, what area has been provided? _____
6. Area of kitchen? _____ Is this adequate for all hall usage? _____
Means of ventilation? _____
Means of firefighting? _____