

CONTRACTOR'S NARRATIVE OVERVIEW

PROPERTY ADDRESS: _____

NUMBER OF UNITS: ____ (Res) ____ (Comm'l) ____ Number of Stories ____

DATE: _____

PLEASE GIVE A BRIEF DESCRIPTION OF THE EXTENT AND SCOPE OF WORK TO BE DONE. PLEASE ADDRESS EACH ITEM AND ADD CATEGORIES IF NECESSARY. (IF NO WORK IS NEEDED, SHOW "N/A". IF SOME WORK IS PLANNED TO BE DONE AT A LATER DATE FROM RENTS, SAY SO.)

I. GENERAL

A. PLANS:

B. PERMITS:

C. DEMOLITION:

D. ENVIRONMENTAL:

E. THE APPROXIMATE AREA OF THE FOUNDATION "FOOTPRINT" OF THIS BUILDING IS _____ SQUARE FEET.

F. ANTICIPATED LENGTH OF CONSTRUCTION: _____ MONTHS.

II. BUILDING EXTERIOR

A. FRAMING (exterior walls, roof – new or repair):

B. BRICKWORK/LINTELS:

C. WINDOWS:

D. EXTERIOR PAINTING/SIDING:

E. ROOF:

F. GUTTERS/DOWNSPOUTS & YARD DRAINS:

G. PORCHES:

H. CONCRETE/PAVING:

I. FENCING/LANDSCAPING:

J. PORCH/YARD LIGHTING:

III. COMMON AREAS

A. ENTRANCE DOORS AND VESTIBULES:

B. MAILBOXES/INTERCOMS:

C. ELEVATOR:

D. STAIRWAY REPAIR AND DECORATING:

E. CORRIDOR REPAIR AND DECORATING:

F. STAIR, CORRIDOR LIGHTING/SMOKE DETECTORS:

G. BASEMENT:

H. INSULATION:

IV. SYSTEMS

A. ELECTRICAL: (please mention smoke and CO detectors in apartments, basements, stairways and corridors, as appropriate for your building.)

B. PLUMBING:

C. HEATING/ENERGY MANAGEMENT SYSTEMS:

D. FIRE SPRINKLER AND ALARM SYSTEMS:

V. SITE WORK (THIS SECTION IS FOR NEW CONSTRUCTION ONLY – Insert N/A if Not Applicable)

A. EXCAVATION/GRADING:

B. STORM DRAINAGE:

C. SANITARY SEWER:

D. WATER SERVICE:

E. ELECTRIC SERVICE:

F. GAS SERVICE:

VI. INDIVIDUAL UNITS

A. ROUGH CARPENTRY:

B. DRYWALL/PLASTERING:

C. FLOOR COVERING, REFINISHING, REPAIR:

D. DOORS:

E. TRIM:

F. BATHS:

G. KITCHENS:

H. APPLIANCES:

I. PAINTING/DECORATING:

VII. SECURITY

BY: _____
OWNER

BY: _____
CONTRACTOR

DATE: _____

DATE: _____