

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. ADDRESS EACH ITEM AND ADD CATEGORIES IF NECESSARY. IF YOU OBTAINED AN ENERGY ASSESSMENT, PLEASE INDICATE WHETHER THE WORK WAS RECOMMENDED IN YOUR ENERGY ASSESSMENT REPORT. (IF NO WORK IS NEEDED, SHOW "N/A". IF SOME WORK IS PLANNED TO BE DONE AT A LATER DATE FROM RENTS, PLEASE INDICATE.)

I. GENERAL

A. PLANS:

B. PERMITS:

C. DEMOLITION:

D. ENVIRONMENTAL:

E. ENERGY AND WATER EFFICIENCY ITEMS:

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

G. ANTICIPATED LENGTH OF CONSTRUCTION: _____ MONTHS.

II. BUILDING EXTERIOR

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

B. BRICKWORK/LINTELS:

C. WINDOWS (include manufacturer and model):

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 (include R-value):

IV. SYSTEMS

Indicate any high efficiency items (Energy Star equipment, high efficiency heating/DHW systems)

- A. ELECTRICAL: (please mention smoke and CO detectors in apartments, basements, stairways and corridors, as appropriate for your building.)
- B. PLUMBING (indicate WaterSense labeled fixtures and/or toilets, if applicable):
- C. HEATING/ENERGY MANAGEMENT SYSTEMS (include efficiency ratings):
- 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

Indicate any high efficiency items (Energy Star appliances, WaterSense fixtures/toilets).

A. ROUGH CARPENTRY:

B. DRYWALL/PLASTERING:

C. FLOOR COVERING, REFINISHING, REPAIR:

D. DOORS:

E. TRIM:

F. BATHS:

F. KITCHENS:

G. APPLIANCES (indicate Energy Star certified, if applicable):

I. PAINTING/DECORATING:

VII. SECURITY

BY: _____
OWNER

BY: _____
CONTRACTOR

DATE: _____

DATE: _____