Section A – PROJECT IDENTIFICATION
Correct any information in items 1a and 1b if necessary.
For the project described in item 1a to be privately owned, it must be privately owned during construction and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.
For the project described in item 1a to be government owned, it must be state, local, or federal government owned during construction and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.
If the project is only maintenance and repairs, please note so in item 9, Remarks, complete item 2, and return the form.

Section B – PERSON TO CONTACT REGARDING THIS SURVEY
Item 2 – Enter or correct the information for the person who can answer questions about this survey.

Section C – OWNERSHIP, START AND PROJECTED COMPLETION DATES
Item 3 – As noted, “ownership” for purposes of this survey, depends on the owner during the construction phase.
Check the appropriate box.

Item 4a – The start date is defined as the date that actual construction work first began on the project described in item 1a. If the project is to start at some future date, please enter the date, complete item 2, and return the form.

Item 4b – The projected completion date is defined as the date the project described in item 1a is expected to be completed.

Section D – COST ESTIMATES
"Construction," for purposes of this survey, is defined as the building of any improvements to fixed structures.
This INCLUDES:

a. New structures, additions, alterations, conversions, expansions, rebuilding, reconstruction, renovations, rehabilitations and major replacements, such as the complete replacement of a roof or heating system.
b. Mechanical and electrical installations – Plumbing, heating, electrical work, elevators, escalators, central air-conditioning, and other similar building services.
c. Outside construction – Clearing and grading of undeveloped land and the fixed auxiliary structures which the project owner builds within the property lines. Aals, roadways, bridges, parking lots, utility connections, outdoor lighting, pools, athletic fields, piers, wharves and docks, and all similar auxiliary facilities.

FOR INDUSTRIAL STRUCTURES
In addition to a, b, and c, construction INCLUDES:

d. Fixed, largely site-fabricated equipment which is not housed in a building, primarily for petroleum refineries and chemical plants, but also including storage tanks, refrigeration systems, etc.
e. The cost and installation of construction materials placed inside an industrial building and used to support production machinery, for example: concrete platforms, overhead steel girders, and pipes to carry paint, etc. from storage tanks.
f. The following types of equipment: boilers, overhead hoists and cranes, and blast furnaces.

EXCLUDE: The cost and installation of production machinery not listed above, such as industrial robots, stamping machinery, printing presses, bottling machines, packaging equipment, generators, compressors, motors, computer systems, etc. See item 7.

Item 5a – Estimate the total amount to be paid to construction contractors by the project owner for work done on this project.

Item 5b – Estimate the total cost of labor by the owner’s construction employees working on the project, including supervisory personnel assigned to the project. Include the total cost of all construction materials supplied by the owner, including those the owner expects to supply to the contractor for installation in this project.

Item 5c – Sum of values reported in items 5a and 5b. This is the value to be reported in item 8a, monthly value of construction put in place.

Item 6 – Estimate the total amount of fees which the project owner has paid or will pay to architectural and engineering firms for work on this project. Also estimate the total cost of all other construction items which the project owner will allocate on the books to this project. Include the project owner’s overhead and office costs, interest and taxes paid during construction, the cost of design work by the owner’s staff, and other miscellaneous construction fees and costs allocated on the owner’s books. DO NOT include the cost of production machinery and equipment, land, furniture, and furnishings.

Item 7 – Estimate the total amount of all capital expenditures, which you expect to make on this project, not reported in items 5a, 5b, 5c, and 6, such as land for the project, construction equipment, furniture, office equipment, and other movable equipment.

Section E – MONTHLY CONSTRUCTION PROGRESS REPORT
Item 8a – Report the monthly value of construction put in place for the costs associated with item 5c. These costs include:

a. Work done by contractors and/or subcontractors, including any retainage being withheld until the work is complete.
b. The cost of any materials installed which were provided by the owner.
c. The work done by the project owner’s own construction employees, including supervisory personnel assigned to this project.

Initially, report monthly values from the start month to the most current month shown in item 8a. Then each month, when the form is returned to you, report for the month shown and any revisions which you might have. When entering monthly data, be sure to report the costs in the month in which the work was done rather than in the month in which payment was made. If the contractor’s bills are for periods other than monthly, estimate a monthly amount. If costs are not available, please leave the value blank. In each month where there is no construction, enter a zero.

Item 8b – If construction is complete except for some minor work or retainage (up to 3 percent of item 5c), you may stop reporting on this project by entering the completion date in item 8b and indicating any remarks in item 9.

The construction project described below is associated with your organization according to published sources. Please correct any errors or fill in any blanks in Sections A and B. If necessary, make your corrections in item 9, Remarks, or use a separate sheet. IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM, PLEASE CALL 1-800-845-8245.

Section B – PERSON TO CONTACT REGARDING THIS SURVEY – Please correct any errors below

Section C – PROJECT IDENTIFICATION
The project owner has paid or will pay to architectural and engineering firms for work done on this project.
Section C
OWNERSHIP, START AND PROJECTED COMPLETION DATES

3. TYPE OF OWNERSHIP – Mark (X) one box.
Will this project be privately or government owned during construction?

[ ] Privately owned
[ ] Government owned - Please indicate any remarks in item 9 and return the form.

4a. START DATE OF CONSTRUCTION
When did actual construction work on the site start, or when do you estimate it will start? Enter month and year.

4b. PROJECTED COMPLETION DATE
When do you estimate it will complete? Enter month and year.

Section D
COST ESTIMATES

INCLUDE
• Site preparation and outside construction, such as sidewalks and roadways
• Mechanical and electrical installations which are integral parts of the structure, such as elevators, heating equipment, etc.

EXCLUDE
• Land and pre-existing structures
• Architectural, engineering, and owner’s overhead and miscellaneous costs – See item 6
• Movable machinery and equipment, furniture, and furnishings – See item 7
• Contingency funds

FOR INDUSTRIAL STRUCTURES SEE SPECIAL INSTRUCTIONS ON BACK

NOTE: If project is on a "cost plus" basis, enter your best estimate of the final cost.

5a. CONTRACT CONSTRUCTION COST
(Amounts to be paid to contractors and subcontractors)

$000.00

5b. OWNER SUPPLIED MATERIALS AND LABOR
(Construction materials supplied by owner and the value of work done by project owner’s own construction employees assigned to the project.)

$000.00

5c. TOTAL CONSTRUCTION COST
(Sum of 5a + 5b)

$000.00

6. ARCHITECTURAL, ENGINEERING, AND MISCELLANEOUS COSTS

INCLUDE
• All fees for architectural and engineering services except fees for designing production machinery and equipment. If contractor was authorized to "design and construct" this project, such cost should be included in Item 5a.
• Cost of design work by owner’s staff
• Project owner’s overhead and office costs
• Interest and taxes to be paid during construction
• Fees and other miscellaneous costs allocated on owner’s books to this project

EXCLUDE
• Cost of production machinery and equipment, land, furniture, and furnishings – See item 7

Architectural, engineering, and miscellaneous costs (Thousands of dollars)

$000.00

7. ESTIMATED AMOUNT OF ALL OTHER CAPITAL EXPENDITURES

INCLUDE: Production machinery and equipment, furniture, and office equipment

EXCLUDE: Expenditures for land

Other capital expenditures (Thousands of dollars)

$000.00

Section E
MONTHLY CONSTRUCTION PROGRESS REPORT

This form will be returned to you EACH MONTH until the project is completed.

8a. MONTHLY VALUE OF CONSTRUCTION PUT IN PLACE ON PROJECT DESCRIBED IN ITEM 1A

Continue with item 8a if project has started.

Include only those construction costs defined in item 5c.

Report the value of construction put in place each month. (Including any monthly retainage being withheld from contractors) rather than in the month in which payment was made.

If costs are not available, please leave the value blank.

When project is completed, enter month and year in item 8b.

8b. COMPLETION DATE

When was all construction actually completed? Enter month and year.

Month and year of completion

9. REMARKS

Continue with Section E on the next page
Section C
OWNERSHIP, START AND PROJECTED COMPLETION DATES

3. TYPE OF OWNERSHIP – Mark (X) one box.
Will this project be privately or government owned during construction?

☐ Privately owned
☐ Government owned - Please indicate any remarks in item 9 and return the form.

4a. START DATE OF CONSTRUCTION
When did actual construction work on the site start, or when do you estimate it will start? Enter month and year.

4b. PROJECTED COMPLETION DATE
When do you estimate it will complete? Enter month and year.

Section D
COST ESTIMATES

INCLUDE
• Site preparation and outside construction, such as sidewalks and roadways
• Mechanical and electrical installations which are integral parts of the structure, such as elevators, heating equipment, etc.

EXCLUDE
• Land and pre-existing structures
• Architectural, engineering, and owner’s overhead and miscellaneous costs – See item 6
• Movable machinery and equipment, furniture, and furnishings – See item 7
• Contingency funds

FOR INDUSTRIAL STRUCTURES SEE SPECIAL INSTRUCTIONS ON BACK

NOTE: If project is on a “cost plus” basis, enter your best estimate of the final cost.

5a. CONTRACT CONSTRUCTION COST
(Amounts to be paid to contractors and subcontractors)

5b. OWNER SUPPLIED MATERIALS AND LABOR
(Construction materials supplied by owner and the value of work done by project owner’s own construction employees assigned to the project.)

5c. TOTAL CONSTRUCTION COST
(Sum of 5a + 5b)

6. ARCHITECTURAL, ENGINEERING, AND MISCELLANEOUS COSTS

INCLUDE
• All fees for architectural and engineering services except fees for designing production machinery and equipment.
If contractor was authorized to “design and construct” this project, such cost should be included in item 5a.
• Cost of design work by owner’s staff
• Project owner’s overhead and office costs
• Interest and taxes to be paid during construction
• Fees and other miscellaneous costs allocated on owner’s books to this project

EXCLUDE
• Cost of production machinery and equipment, land, furniture, and furnishings – See item 7

Architectural, engineering, and miscellaneous costs
(Thousands of dollars)

7. ESTIMATED AMOUNT OF ALL OTHER CAPITAL EXPENDITURES

INCLUDE: Production machinery and equipment, furniture, and office equipment

EXCLUDE: Expenditures for land

Other capital expenditures
(Thousands of dollars)

Section E
MONTHLY CONSTRUCTION PROGRESS REPORT

This form will be returned to you EACH MONTH until the project is completed.

8a. MONTHLY VALUE OF CONSTRUCTION PUT IN PLACE ON PROJECT DESCRIBED IN ITEM 1A

Value of construction put in place during month as defined in item 5c
(Thousands of dollars)

8b. COMPLETION DATE
When was all construction actually completed? Enter month and year.

9. REMARKS

Continue with Section E on the next page
Section A – PROJECT IDENTIFICATION
Correct any information in items 1a and 1b if necessary.
For the project described in item 1a to be privately owned, it must be privately owned during construction and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.
For the project described in item 1a to be government owned, it must be state, local, or federal government owned during construction and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.
If the property is only maintenance and repair, please note so in item 9, Remarks, complete item 2, and return the form.
Section B – PERSON TO CONTACT REGARDING THIS SURVEY
Item 2 – Enter or correct the information for the person who can answer questions about this survey.
Section C – OWNERSHIP, START AND PROJECTED COMPLETION DATES
Item 3 – As noted, “ownership” for purposes of this survey, depends on the owner during the construction phase. Check the appropriate box.
Item 4a – The start date is defined as the date that actual construction work first began on the project described in item 1a. If the project is to start at some future date, please enter the date, complete item 2, and return the form.
Item 4b – The projected completion date is defined as the date the project described in item 1a is expected to be completed.
Section D – COST ESTIMATES
“Construction,” for purposes of this survey, is defined as the building of any improvements to fixed structures. This INCLUDES:
a. New structures, additions, alterations, conversions, expansions, rebuilding, reconstruction, renovations, rehabilitations and major replacements, such as the complete replacement of a roof or heating system.
b. Mechanical and electrical installations – Plumbing, heating, electrical work, elevators, escalators, central air-conditioning, and other similar building services.
c. Outside construction – Clearing and grading of undeveloped land and the fixed, auxiliary structures which the project owner builds within the property lines. Also, roadways, bridges, parking lots, utility connections, outdoor lighting, pools, athletic fields, piers, wharves and docks, and all similar auxiliary facilities.
FOR INDUSTRIAL STRUCTURES
In addition to a, b, and c, construction INCLUDES:
d. Fixed, largely site-fabricated equipment which is not housed in a building, primarily for petroleum refineries and chemical plants, but also including storage tanks, refrigeration systems, etc.
e. The cost and installation of construction materials placed inside an industrial building and used to support production machinery, for example: concrete platforms, overhead steel girders, and joists to carry paint, etc. from storage tanks.
f. The following types of equipment: boilers, overhead hoists and cranes, and blast furnaces.

EXCLUDE: The cost and installation of production machinery not listed above, such as industrial robots, stamping machinery, printing presses, bottling machines, packaging equipment, generators, compressors, motors, computer systems, etc. See item 7.
Item 5a – Estimate the total amount to be paid to construction contractors by the project owner for work done on this project.
Item 5b – Estimate the total cost of labor by the owner’s construction employees working on the project, including supervisory personnel assigned to the project. Include the total cost of all construction materials supplied by the owner, including those the owner expects to supply to the contractor for installation in this project.
Item 5c – Sum of values reported in items 5a and 5b. This is the value to be reported in item 8a, monthly value of construction put in place.
Item 6 – Estimate the total amount of fees which the project owner has paid or will pay to architectural and engineering firms for work on this project. Also estimate the total cost of all other construction items which the project owner will allocate on the books to this project. Include the project owner’s overhead and office costs, interest and taxes paid during construction, the cost of design work by the owner’s staff, and other miscellaneous construction fees and costs allocated on the owner’s books. DO NOT include the cost of production machinery and equipment, land, furniture, and furnishings.
Item 7 – Estimate the total amount of all capital expenditures, which you expect to make on this project, not reported in items 5a, 5b, 5c, and 8a. This includes additional equipment, furniture, office equipment, and other movable equipment.
Section E – MONTHLY CONSTRUCTION PROGRESS REPORT
Item 8a – Report the monthly value of construction put in place for the costs associated with item 5c. These costs include:
a. Work done by contractors and/or subcontractors, including any remittance being withheld until the work is complete.
b. The cost of any materials installed which were provided by the owner.
c. Work done by the owner’s own construction employees, including supervisory personnel assigned to this project.
Initially, report monthly values from the start month to the most current month shown in item 8a. Then each month, when the form is returned to you, report for the month shown and any revisions which you might have. When entering monthly data, be sure to report the costs in the month in which the work was done rather than in the month in which payment was made. If the contractor’s bills are for periods other than monthly, estimate a monthly amount. If costs are not available, please leave the value blank. In each month where there is no construction, enter a zero.
Item 8b – If construction is complete except for some minor work or remittance (up to 3 percent of item 5c), you may stop reporting on this project by entering the completion date in item 8b and indicating any remarks in item 9.
Section B – PERSON TO CONTACT REGARDING THIS SURVEY – Please correct any errors below
2a. Name
b. Telephone
c. Fax
d. Email Address
e. Web Address

Continue with Section C on the next page