

***Summary of the Archdiocesan Policy
for Construction, Renovation &
Maintenance Projects
(Revised 05/19/04)
(Building Department)***



THE ARCHDIOCESE OF SAN FRANCISCO

BUILDING DEPARTMENT

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SUMMARY OF THE ARCHDIOCESAN POLICY FOR CONSTRUCTION, RENOVATION & MAINTENANCE PROJECTS

Mission Statement: The purpose of the Building Committee is to provide an unbiased review and input from professionals to help insure the successful completion of projects. The Committee serves the Archbishop and the parishes and institutions of the Archdiocese by:

- Assisting in the planning of projects,
- Encouraging quality workmanship,
- Ensuring appropriate distribution of legal and insurance risks,
- Promoting the most efficient utilization of financial resources.

1. When construction or renovation is contemplated, the first step should be to make an appointment with an Archdiocesan Building Department Staff member. After receiving a description of the proposed project, the staff member will offer advice on the procedures to be followed.

2. If the services of an Architect are needed one must be selected from the approved Archdiocese list of Architects. The Building Department can provide a list of the approved architects. If one requested is not on the list; there is a process by which such approval may be sought. The Building Department will send out Bids for Architects if the project warrants it.

3. The Pastor should send a letter to the Archbishop briefly describing the project and requesting his approval. The letter should include the purpose or need for the construction, the scope and estimated cost of the project.

4. A Certificate of Funds is filled out by the pastor and sent through the building department to the Archdiocesan Finance Office.

5. Any matter that involves the art and environment of a church or chapel must be reviewed and approved by the Office of Worship.

6. When the preliminary drawings have been complete, an appointment should be made for a presentation to the Building Committee.

7. Usually, the Pastor and Architect make the presentation to the Building Committee. The Committee's recommendations will be made in writing to the Pastor.

8. A copy of Archdiocese Building Construction and Remodeling Policy is available upon request.

- The Building Committee meets twice a month. Parishes and institutions wishing to present projects at these meetings should contact the Building Department at least one week before the meeting to be added to the agenda.
- The guidelines above pertain to all roofing and electrical projects over \$10K and all other **projects over \$15K.**
- Insurance is required for Architects and Contractors. The requirements for insurance may be obtained through the Building Department.
- The Vicar of Administration signs contracts over \$15,000.

Archdiocesan Building Committee

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