

# REPORT ON KINGDOM HALL CONSTRUCTION PROJECT

**Note:** Copies of this completed form should be retained in the Regional Building Committee's file and the file of each congregation listed below. The copy sent to the branch office should be **accompanied by a completed *List of Major Cost Elements (S-84a)***. Additional comments can be included in a separate letter to the branch office if necessary.

## A. INVOLVED CONGREGATION(S)

CONGREGATION	CITY	PROVINCE OR STATE	CONGREGATION NUMBER
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1. \_\_\_\_\_  
(Titleholding congregation)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Kingdom Hall address: \_\_\_\_\_

Kingdom Hall phone number: \_\_\_\_\_

## B. CONSTRUCTION DETAILS

Regional Building Committee: \_\_\_\_\_  
(Province or state and number)

**New building**       **Renovation**       **Maintenance**       **Mold remediation**       **Other**  
(Check all that apply.)

Dates of construction: \_\_\_\_\_ Standard Kingdom Hall design number: \_\_\_\_\_

Please provide a brief synopsis of what the project entailed.

What recommendations do you have for future improvement? (Safety, scheduling, communication, project closeout, etc.)

What positive comments/experiences can you share? (Please attach noteworthy newspaper articles, pictures, etc.)

**C. PURCHASING/ACCOUNTING**

**Estimated cost:** \_\_\_\_\_

**Actual cost:** \_\_\_\_\_

**Amount borrowed from branch office:** \_\_\_\_\_

**Amount returned to branch office:** \_\_\_\_\_

**Total square footage (if new construction):** \_\_\_\_\_

**Cost per square foot of new building:** \_\_\_\_\_ (total of cost elements 420-630 ÷ total floor area)

**Did the body(ies) of elders review and approve the final *List of Major Cost Elements*?** \_\_\_\_\_

**If there were significant overruns for any of the cost elements, what was the cause and how can such be prevented in the future?**

**Were there any difficulties with the accounting/purchasing procedures? If so, how were they addressed?**

**Were any arrangements for national buying used? If so, were these effective? Were any challenges experienced? If so, specify.**

**D. SIGNATURES**

**Regional Building Committee:**

**Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Print name)