



Board Facility Report Template

Keeping clear lines of communication open and keeping board members well informed regarding the status of the school's facility project is critical to the project's success. The template form below outlines the basic information that you should share with board members on a regular basis. In addition to this report, you should request that your contractor provide you with a project schedule that is updated monthly and shared with your board.

BOARD FACILITY REPORT TEMPLATE

TO: Board of Directors

FROM: Executive Director

RE: Facility Report

Report #:

Date:

Project Address:

Real Estate Consultant:

Attorney:

Seller's Name:

Purchase Price:

Closing Date:

Appraised Value:

Deposit Amount:

Financing Institution:

Loan Amount:

Financing Term:

Interest Rate:

Brief Building Description:

Architectural Firm:

Estimated Construction Costs:

Construction Company:

Contracted Construction Costs:

Construction Start Date:

Estimated Construction Completion Date:

Percent of Construction Complete based on Contractor's AIA Form:

Changes Orders (List all change orders below including the cost. Change orders should be numbered or dated to simplify identification.):

Other Major Issues for this Report: