

## **Building Commission**

The Diocesan Building Commission was established a number of years ago to assist parishes in following proper procedures for the construction of new facilities or the remodeling of existing facilities within the Diocese of Little Rock. The Commission is composed of members knowledgeable in the construction industry and related fields, as well as in the operation of the Catholic Church in Arkansas.

To insure that the proper steps are taken in the planning, design, and construction of new or renovated facilities, the Building Commission has formulated a comprehensive set of guidelines outlining the steps to be taken when embarking upon a construction project. The latest version of the guidelines is dated 2006 and incorporates a concise, easy-to-use checklist format that covers *any and all* projects within the Diocese of Little Rock (a copy has been issued to all parishes and schools in the Diocese).

### **Guideline Overview**

Notification of all construction projects must be given to the Executive Secretary of the Building Commission.

Projects can be divided into one of the following three categories, each of which has a specific step-by-step outline to guide the project to completion:

Category 1. Projects with a total value of less than \$5,000.

Category 2. Projects with a total value of \$5,000 and up that do not change the current use of the site or building (for example, painting, new carpet, new roof, etc.).

Category 3. Projects with a total value of \$5,000 and up that do change the current use of the site or building (for example, expansion of a building, new parking lot, etc.).

To ensure that a project is ready to be reviewed by the Building Commission, please confirm that all of the appropriate steps in the checklists of the Building Commission Guidelines have been completed before submitting the project. For projects that require a formal presentation of the submittal, the Building Commission normally meets on the fourth Tuesday of the month (except in December). Contact the Building Commission Executive Secretary at the Diocese to schedule a presentation time. Questions concerning a specific project can also be directed to the Executive Secretary at any time.

Jim Driedric  
Manager of Property Services  
Executive Secretary, Building Commission

Diocese of Little Rock  
2500 North Tyler  
Little Rock, AR 72207

501 664-0340 ext. 307