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### **Construction Notebook**

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# CONSTRUCTION NOTEBOOK

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## COMMERCIAL INFORMATION SHEET

Contact: Jennifer Holcombe  
E-mail: JenniferH@ConstructionNotebook.com

DATE: \_\_\_\_\_ CIRCLE ONE: **RETURN PLANS** OR **DESTROY PLANS**  
JOB NAME: \_\_\_\_\_  
JOB ADDRESS: \_\_\_\_\_  
ARCHITECT / ENGINEER: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
ESTIMATED COST OF PROJECT: \$ \_\_\_\_\_  
BID DATE & TIME: \_\_\_\_\_  
NOTES : \_\_\_\_\_

**Please fill in or check off any of the following which pertain to this project:**

_____ SQUARE FOOTAGE	___ DIVISION 2 SITEWORK	___ DIVISION 9 FINISHES
_____ TYPE OF CONSTRUCTION	___ DIVISION 3 CONCRETE	___ DIVISION 10 SPECIALTIES
_____ SINGLE / DOUBLE STORY	___ DIVISION 4 MASONRY	___ DIVISION 11 EQUIPMENT
_____ ROOF TYPE	___ DIVISION 5 METALS	___ DIVISION 12 FURNISHINGS
_____ BLOCK WALLS	___ DIVISION 6 WOOD & PLASTICS	___ DIVISION 13 SPECIAL CONSTRUCTION
_____ CIVIL ON / OFF – SITE WORK	___ DIVISION 7 THERMAL & MOISTURE PROTECTION	___ DIVISION 14 CONVEYING SYSTEM
_____ LANDSCAPING	___ DIVISION 8 DOORS & WINDOWS	___ DIVISION 15 MECHANICAL
		___ DIVISION 16 ELECTRICAL



# CONSTRUCTION NOTEBOOK

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## RESIDENTIAL INFORMATION SHEET

Contact: Jennifer Holcombe  
E-mail: JenniferH@ConstructionNotebook.com

DATE: \_\_\_\_\_ CIRCLE ONE: **RETURN PLANS** OR **DESTROY PLANS**

JOB NAME: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

ARCHITECT / ENGINEER: \_\_\_\_\_

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ESTIMATED COST OF PROJECT: \$ \_\_\_\_\_

BID DATE & TIME: \_\_\_\_\_

SQUARE FEET: \_\_\_\_\_ TYPE OF CONST: \_\_\_\_\_

SINGLE / DOUBLE STORY: \_\_\_\_\_ ROOF TYPE: \_\_\_\_\_

GARAGE: \_\_\_\_\_ BLOCK WALLS: \_\_\_\_\_

NO OF BEDROOMS: \_\_\_\_\_ SEPTIC SYSTEM \_\_\_\_\_

NO OF BATHS: \_\_\_\_\_ ON / OFF-SITE WORK: \_\_\_\_\_

FIREPLACE (S): \_\_\_\_\_ OTHER ROOMS: \_\_\_\_\_

CENTRAL VACUUM / INTERCOM / ALARM: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please check off any of the following which pertain to this project:**

**\_\_\_ DIVISION 2 SITEWORK**

- \_\_\_ Site Remediation
- \_\_\_ Site Preparation
- \_\_\_ Earthwork
- \_\_\_ Tunneling, Boring, & Jacking
- \_\_\_ Utility Services
- \_\_\_ Drainage & Containment
- \_\_\_ Pavement
- \_\_\_ Site Improvements & Amenities
- \_\_\_ Planting

**\_\_\_ DIVISION 3 CONCRETE**

- \_\_\_ Concrete Forms & Accessories
- \_\_\_ Concrete Reinforcement
- \_\_\_ Cast-in-Place Concrete
- \_\_\_ Concrete Restoration & Cleaning

**\_\_\_ DIVISION 4 MASONRY**

**\_\_\_ DIVISION 5 METALS**

- \_\_\_ Structural Metal Framing
- \_\_\_ Metal Joists
- \_\_\_ Metal Deck
- \_\_\_ Cold-Formed Metal Framing
- \_\_\_ Metal Fabrications
- \_\_\_ Hydraulic Fabrications
- \_\_\_ Ornamental metal
- \_\_\_ Expansion Control
- \_\_\_ Metal Restoration & Cleaning

**\_\_\_ DIVISION 6 WOOD & PLASTICS**

- \_\_\_ Rough Carpentry
- \_\_\_ Finish Carpentry
- \_\_\_ Architectural Woodwork
- \_\_\_ Structural Plastics
- \_\_\_ Plastic Fabrications
- \_\_\_ Wood & Plastic Restoration & Cleaning

**\_\_\_ DIVISION 7 THERMAL &**

**MOISTURE PROTECTION**

- \_\_\_ Damp-proofing & Waterproofing
- \_\_\_ Thermal Protection
- \_\_\_ Shingles, Roof Tiles/Covering
- \_\_\_ Roofing & Siding Panels
- \_\_\_ Membrane Roofing
- \_\_\_ Flashing & Sheet Metal
- \_\_\_ Roof Specialties/Accessories
- \_\_\_ Fire & Smoke Protection
- \_\_\_ Joint Sealers

**\_\_\_ DIVISION 8 DOORS & WINDOWS**

- \_\_\_ Metal Doors & Frames
- \_\_\_ Wood & Plastic Doors
- \_\_\_ Specialty Doors
- \_\_\_ Entrances & Store Front
- \_\_\_ Windows
- \_\_\_ Skylights
- \_\_\_ Hardware
- \_\_\_ Glazing
- \_\_\_ Glazed Curtain Wall

**\_\_\_ DIVISION 9 FINISHES**

- \_\_\_ Metal Support Assemblies
- \_\_\_ Plaster & Gypsum Board
- \_\_\_ Terrazzo
- \_\_\_ Ceilings
- \_\_\_ Flooring
- \_\_\_ Wall Finishes
- \_\_\_ Acoustical Treatment

**\_\_\_ DIVISION 10 SPECIALTIES**

- \_\_\_ Visual Display Boards
- \_\_\_ Louvers & Vents
- \_\_\_ Identification Devices
- \_\_\_ Partitions
- \_\_\_ Exterior Projection
- \_\_\_ Toilet, Bath & Laundry Accessories
- \_\_\_ Wardrobe & Closet Specialties

**\_\_\_ DIVISION 11 EQUIPMENT**

- \_\_\_ Water Supply/Treatment Equipment
- \_\_\_ Fluid Waste Treatment/Disposal Equip
- \_\_\_ Food Service Equipment
- \_\_\_ Industrial & Process Equipment
- \_\_\_ Laboratory Equipment
- \_\_\_ Medical Equipment

**\_\_\_ DIVISION 12 FURNISHINGS**

- \_\_\_ Manufactured Casework
- \_\_\_ Furnishings & Accessories
- \_\_\_ Furniture
- \_\_\_ Multiple Seating
- \_\_\_ Systems Furniture

**\_\_\_ PRE-CAST ARCHITECTURAL**

- \_\_\_ Caps
- \_\_\_ Crowns
- \_\_\_ Sills
- \_\_\_ Trims
- \_\_\_ Balustrades
- \_\_\_ Columns
- \_\_\_ Fireplace Surrounds
- \_\_\_ GFRC (glass fiber reinforced

- \_\_\_ cement / gypsum)
- \_\_\_ FRP (fiber reinforced plastic)
- \_\_\_ Foam Moldings
- \_\_\_ Cast Stone

**\_\_\_ DIVISION 13 SPECIAL CONSTRUCTION**

- \_\_\_ Special Purpose Rooms
- \_\_\_ Lightning Protection
- \_\_\_ Pre-Engineered Structures
- \_\_\_ Swimming Pool
- \_\_\_ Tubs & Pools
- \_\_\_ Ice Rink
- \_\_\_ Storage Tanks
- \_\_\_ Digester Covers
- \_\_\_ Oxygenation System
- \_\_\_ Sludge Conditioning System
- \_\_\_ Hazardous Material Remediation
- \_\_\_ Measurement & Control Instrumentation
- \_\_\_ Record Instrumentation
- \_\_\_ Solar & Wind Energy Equipment
- \_\_\_ Security Access & Surveillance
- \_\_\_ Building Automation & Control
- \_\_\_ Detection & Alarm
- \_\_\_ Fire Suppression

**\_\_\_ DIVISION 14 CONVEYING SYSTEM**

- \_\_\_ Dumbwaiter
- \_\_\_ Elevators
- \_\_\_ Escalators & Moving Walks
- \_\_\_ Lifts
- \_\_\_ Hoists & Cranes
- \_\_\_ Turntables
- \_\_\_ Scaffolding
- \_\_\_ Transportation

**\_\_\_ DIVISION 15 MECHANICAL**

- \_\_\_ Building Services Piping
- \_\_\_ Process Piping
- \_\_\_ Fire Protection Piping
- \_\_\_ Plumbing Fixtures & Equipment
- \_\_\_ Refrigeration Equipment
- \_\_\_ HVAC Equipment
- \_\_\_ Air Distribution
- \_\_\_ HVAC Instrumentation & Controls

**\_\_\_ DIVISION 16 ELECTRICAL**

- \_\_\_ Transmission & Distribution
- \_\_\_ Low Voltage Distribution
- \_\_\_ Lighting
- \_\_\_ Communications
- \_\_\_ Sound & Video