

---

## Reporting Scheme for a Building Project

---

1. To be accountable to her constituency Bread for the World is required to inform about the projects progress. Therefore you are kindly requested to report half-yearly together with the Financial Report, in following the attached form. A first report is to be sent 6 months after receipt of Bread for the World Letter of Approval.
2. Regular reporting is essential to Bread for the World handling of Requests for Transfer of Funds. Progress should be shown percentage-wise against completion of expected work.
3. In case of projects with more than one building it is not necessary to describe progress of every single building but to show the overall progress.
4. The drawings as sent to and approved by Bread for the World are listed below. Deviations from these data, i.e. changes of the site plan, floorplans, size of building(s) have to be reported by giving explanations and reasons. Please, note that major changes require prior approval by Bread for the World, for which submission of drawings is required.
5. Photos showing the progress of works are a regular part of the report. Name of Building/Measure to be indicated on backside of photo.

<b>Project No.:</b>	Architect /Engineer:		
Project Title:			
Drawing Title:	Drwg. No.	Drwg. Date	

R:\STANDARD\BAU\REPBAU.WPD

<b>Progress Report No.:</b>	<b>Period of Report:</b>
Status of Working Drawings:	

Procedure and Result of Tender:		
Date of Commissioning the Contractor: Date of Commencement of Works: Contracted Date of Completion:		%
Clearing of Site and Earthworks:		
Foundation:		
Walls:		
Roof:		
Sanitary Installations:		
Electrical Installations:		
Plastering:		
Windows / Doors:		
Ceiling(s):		
Floor Finishing:		
Painting:		
Built-in Furniture:		
Loose Equipment:		
External Works: -roads, fencing..... -water supply..... -power supply..... -sewage / drainage.....		..... ..... ..... .....
Expected Date of Completion:		
Comments to injunctions and recommendations as listed in the Bread for the World architects letter forming part of the official letter of approval:		
Other remarks:		
Signatures:  ..... (Technical Consultant)		..... (Project Representative)