

# DIOCESE OF COVINGTON

## Work Notification Form

To be Submitted Seven (7) Days Prior to Commencing Work to the Buildings & Property Office  
Attention Don Knochelmann via FAX: (859) 392-1589 or email: dknochelmann@covdio.org

1 Date: \_\_\_\_\_

2 Parish or Property: \_\_\_\_\_

3 Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 Is this Project:  Maintenance  Replacement / Upgrade  New Construction

5 Square Footage: \_\_\_\_\_

6 Project Description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7 Does this project represent a change to how the current space is utilized?  
 No  Yes (*Please Explain below*)  
\_\_\_\_\_  
\_\_\_\_\_

7 Does this project involve a change or modification to a place of Worship?  
 No  Yes (*Please Explain below*)  
\_\_\_\_\_  
\_\_\_\_\_

8 Estimated Cost: \$ \_\_\_\_\_ (Attach Bids)  
(Attached Summary of Bids)

9 Funding Source: \$ \_\_\_\_\_

10 Anticipated Schedule: \_\_\_\_\_

### Official Use

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_