

# Appendix E: Historic Structure Guidelines

The historic structure assessment guidelines have been developed to address the needs of diverse museum collections housed within a wide variety of facilities. This section is based on the buildings assessment guidelines section from the previous CAP publication, *The Conservation Assessment: A Tool for Planning, Implementing and Fund-raising*. Certain questions may not apply to every situation. In addition, the checklist is not all-inclusive for every type of building and should not serve as a replacement for a narrative and analysis. While many buildings may be able to be assessed in a single day, large and/or complicated structures will require more time.

In order to produce a final report that is responsive to both the collection and the building, the historic structure and collection assessors will need to compare notes and exchange information. The final report should be a collaboration which balances the needs of the collection with those of the historic structure. Refer to the collections assessment guidelines, Appendix D, for more information.

## 1. General Information

*(Make blank copies of this form and complete one for each building containing museum collections.)*

- A. Institution name \_\_\_\_\_
- B. Address \_\_\_\_\_
- C. Contact person (include title) \_\_\_\_\_
- D. Other staff contact (include title) \_\_\_\_\_
- E. Local general contractor contact \_\_\_\_\_
- F. Local HVAC contractor contact \_\_\_\_\_
- G. Local electric contractor contact \_\_\_\_\_
- H. Historic Structure Assessor \_\_\_\_\_
- I. Collections Assessor \_\_\_\_\_
- J. Assessment date \_\_\_\_\_

## 2. Structures and Sites (Verify the pre-visit information furnished by the museum)

- A. Source of information relating to structures and sites (i.e., second-hand, etc.) \_\_\_\_\_
- B. Site area (square feet or acres) \_\_\_\_\_
- C. Name if unique \_\_\_\_\_
- D. Describe location (central city, urban, suburban, rural) \_\_\_\_\_
- E. Building statistics
  - Approximate area of original construction \_\_\_\_\_ sq. ft.
  - Foot Print: Area occupied by building \_\_\_\_\_ sq. ft.
  - Number of Stories \_\_\_\_\_
- F. Approximate area of each addition
  - Addition # \_\_\_\_\_ Year built \_\_\_\_\_ sq. ft. \_\_\_\_\_
  - Addition # \_\_\_\_\_ Year built \_\_\_\_\_ sq. ft. \_\_\_\_\_
  - Roof Area \_\_\_\_\_ sq. ft.

**Directions:** Check the material names. Since there may be more than one material in a building elevation or wall, check as many as applicable. Problem conditions, unusual features and additional information should be noted under Comments and on corresponding floor plans.

**1. EXECUTIVE SUMMARY**

- Provide a brief summary of recommendations
- Focus on the categories of short, medium and long-term solutions
- Provide the outline of a positive and realistic action plan

**2. EXTERIOR WALL CONSTRUCTION**

**A. Exterior Walls**

**1. Rainwater System**

Location       interior       exterior  
 Material       wood       aluminum     copper       galvanized iron     other \_\_\_\_\_

**2. North Exterior Wall**

Materials       wood       brick       stone       metal       stucco       paint  
 Condition       cracks       open joints     vegetation  
 Repair           major       minor  
 Maintenance    good       fair       poor

Comments \_\_\_\_\_

**3. East Exterior Wall**

Materials       wood       brick       stone       metal       stucco       paint  
 Condition       cracks       open joints     vegetation  
 Repair           major       minor  
 Maintenance    good       fair       poor

Comments \_\_\_\_\_

**4. South Exterior Wall**

Materials       wood       brick       stone       metal       stucco       paint  
 Condition       cracks       open joints     vegetation  
 Repair           major       minor  
 Maintenance    good       fair       poor

Comments \_\_\_\_\_

**5. West Exterior Wall**

- Materials     wood         brick         stone         metal         stucco         paint
- Condition     cracks         open joints     vegetation
- Repair         major         minor
- Maintenance  good         fair         poor

Comments \_\_\_\_\_

**B. Basement Wall Construction**

- Materials     wood         brick         stone         metal         stucco         paint
- Condition     cracks         open joints     vegetation
- Repair         major         minor
- Maintenance  good         fair         poor

Comments \_\_\_\_\_

**3. WINDOWS**

**Directions:** Count the total number of windows and determine material(s) and type(s). Note if each floor has a typical window type.

**A. Count** \_\_\_\_\_ Number of wooden \_\_\_\_\_ Number of metal \_\_\_\_\_

**B. Type** \_\_\_\_\_ Number of fixed \_\_\_\_\_ Number of double-hung \_\_\_\_\_

**C. Number of Casement** \_\_\_\_\_

Comments \_\_\_\_\_

**D. Glazing**     single pane     insulated     good         broken

Comments \_\_\_\_\_

**E. Frame/Sash**     good         fair         poor

Comments \_\_\_\_\_

**F. Repair**         major         minor

**G. Maintenance**  good         fair         poor

Comments \_\_\_\_\_

#### 4. ROOF CONSTRUCTION AND OTHER ROOF ELEMENTS

##### A. Roof Deck Construction

Beams  wood  steel  concrete  
Condition  good  fair  poor  
Insulation  none  blown  foam  blanket  
 rigid  vapor barrier  attic cold vent  other \_\_\_\_\_

Comments \_\_\_\_\_

##### B. Roof Covering

Material  wood  slate  tile  asphalt  bitumen/stone  
 terra cotta  metal  other \_\_\_\_\_  
Condition  good  fair  poor

Comments \_\_\_\_\_

##### C. Chimneys

Number \_\_\_\_\_  
Material  brick  stone  metal  other \_\_\_\_\_  
Condition  good  fair  poor

Comments \_\_\_\_\_

Flashing  none  lead  copper  galvanized  other \_\_\_\_\_

Comments \_\_\_\_\_

##### D. Parapets

Material  brick  stone  metal  other \_\_\_\_\_

Height \_\_\_\_\_

Condition  good  fair  poor

Comments \_\_\_\_\_

##### E. Copings

Top material  brick  stone  metal  tile  
 slate  other \_\_\_\_\_  
Condition  good  fair  poor

Comments \_\_\_\_\_

Joint Material  none  caulk  mortar  other \_\_\_\_\_  
Condition  good  fair  poor

Comments \_\_\_\_\_

Flashing  none  lead  copper  galvanized  other \_\_\_\_\_

Comments \_\_\_\_\_

**F. Dormers**

Number \_\_\_\_\_

Material     brick     stone     metal     other \_\_\_\_\_

Condition     good     fair     poor

Comments \_\_\_\_\_

**G. Skylights**

Total Number \_\_\_\_\_

Original \_\_\_\_\_

Replacement \_\_\_\_\_

Glazing     plate     wire     plexiglas     stained

Condition     good     fair     poor

Comments \_\_\_\_\_

Frame     metal     wood     other \_\_\_\_\_

Condition     good     fair     poor

Comments \_\_\_\_\_

**H. Cornice and Roof Soffits**

Material     wood     metal     other \_\_\_\_\_

Height \_\_\_\_\_

Condition     good     fair     poor

Comments \_\_\_\_\_

**1. Gutter**

Condition     good     fair     poor

Comments \_\_\_\_\_

**2. Downspout**

Condition     good     fair     poor

Comments \_\_\_\_\_

## 5. CONSTRUCTION BY FLOOR LEVEL

Make a copy of the following pages for each floor of the building.

Floor Level \_\_\_\_\_

(*basement, first, second, third, fourth, fifth, attic*)

### A. Floor Construction (Supporting Structure)

Materials     earth         brick         wood frame         heavy timber  
                  reinforced concrete         steel girders and beams         other \_\_\_\_\_

Condition     good         fair         poor

Repair         major         minor

Maintenance  good         fair         poor

Comments \_\_\_\_\_

### B. Floor Finish

Materials     none         paint         wood         resilient         carpet         ceramic  
                  stone         other \_\_\_\_\_

Condition     good         fair         poor

Repair         major         minor

Maintenance  good         fair         poor

Comments \_\_\_\_\_

### C. Interior Wall Construction

Materials     brick         concrete         stone         wood frame         metal frame

Condition     good         fair         poor

Repair         major         minor

Maintenance  good         fair         poor

Comments \_\_\_\_\_

### D. Interior Wall Finishes

Material      wood         dry wall         plaster         brick         tile         wallpaper  
                  paint         other \_\_\_\_\_

Condition     good         fair         poor

Repair         major         minor

Maintenance  good         fair         poor

Comments \_\_\_\_\_

### E. Ceiling Finish

Material      wood         drywall         plastic         acoustical tile         paint  
                  suspended         other \_\_\_\_\_

Condition     good         fair         poor

Repair         major         minor

Maintenance  good         fair         poor

Comments \_\_\_\_\_

**F. Trim**

Material     wood         stone         tile         paint         stain         natural  
Condition    good         fair         poor  
Repair        major        minor  
Maintenance  good         fair         poor

Comments \_\_\_\_\_

**G. Fireplaces/Stoves**

Total Number \_\_\_\_\_

Number in use \_\_\_\_\_

Number covered over \_\_\_\_\_

Material     brick         stone         metal         other \_\_\_\_\_  
Condition    good         fair         poor

Comments \_\_\_\_\_

## 6. PLUMBING SYSTEM

Water source  city utility  well  
Distribution piping  galvanized  plastic  copper  lead  other \_\_\_\_\_  
Cold water pipe Insulation  yes  no  
Waste piping  plastic  copper  cast iron  other \_\_\_\_\_  
Water heater fuel  gas (lp)  oil  electric  solar  natural gas  
Water heater age \_\_\_\_\_ years  
Sewer  city utility  septic system

## 7. HVAC SYSTEM

### A. Ducted Air System

yes  no  
if yes  gas(lp)  oil  electric  geo-thermal  natural gas  
Used for  heating  cooling  
Air movement  gravity  blower  not applicable  
Duct material  galvanized  sheet metal fiberglass  other \_\_\_\_\_  
Duct insulation  yes  no  
With cooling coil  yes  no

Thermostat location \_\_\_\_\_

Filters location \_\_\_\_\_

Filter type \_\_\_\_\_

Filter age \_\_\_\_\_ years

Register locations  floor  high wall  low wall  ceiling

### B. Hot Water Heating

yes  no  
 gravity  hydraulic pump  
Boiler  cast iron  steel  
Age of boiler \_\_\_\_\_ years  
Distribution piping  galvanized  copper  PEX  other \_\_\_\_\_  
Radiation  radiators  fin tube  radiant in-floor

Age \_\_\_\_\_ years

### C. Steam Heating

yes  no  
Age \_\_\_\_\_ years  
Boiler  cast iron  steel  
Age \_\_\_\_\_ years  
Distribution piping  galvanized  copper  other \_\_\_\_\_  
Insulation  yes  no  
Radiation  radiators  connectors

### D. Electrical Resistance Heating

yes  no  
Age \_\_\_\_\_ years  
Radiation  wall heater  radiant wall  radiant ceiling

**E. Air-Conditioning System**     yes     no

Power source     electric     gas  
Type     all components in one unit  
Window     yes     none  
Type     split     compressor condenser location \_\_\_\_\_

Age \_\_\_\_\_ years

Evaporator location     at heating unit     other \_\_\_\_\_  
Compressor \_\_\_\_\_ years  
Cooling tower?     yes     no

Condensate line location \_\_\_\_\_

Refrigerant lines \_\_\_\_\_

Is one insulated?     yes     no  
Chilled water distribution?     yes     no

**F. Humidifiers**     yes     no

Type     stationary pad     revolving drum     atomizer     other \_\_\_\_\_

Age \_\_\_\_\_ years

If atomizer, is humidity     medium (water)     hot (steam)

Electrical System Service Type     overhead     underground  
Ampage rating on     panel box     disconnect switches \_\_\_\_\_

Overload protection     fuse     circuit breaker  
Branch circuits     open wires in wood molding     knob and tube  
                           non-metallic cable/romex     metal conduit  
                           other \_\_\_\_\_

Wire type     copper     aluminum  
If knob & tube, condition of insulation     good     fair     poor

**8. DRAWINGS: Refer to this section if museum did not provide sufficient drawings of the site plan and floor elevations.**

**A. Site Plan** - Note the following on the site plan

1. North arrow
2. Drainage direction
3. Utility lines
4. Fences and walls
5. Number of stories for each section of the building
6. Show photograph location arrow
7. Sidewalks and driveways
8. Electric
9. Gas
10. Water

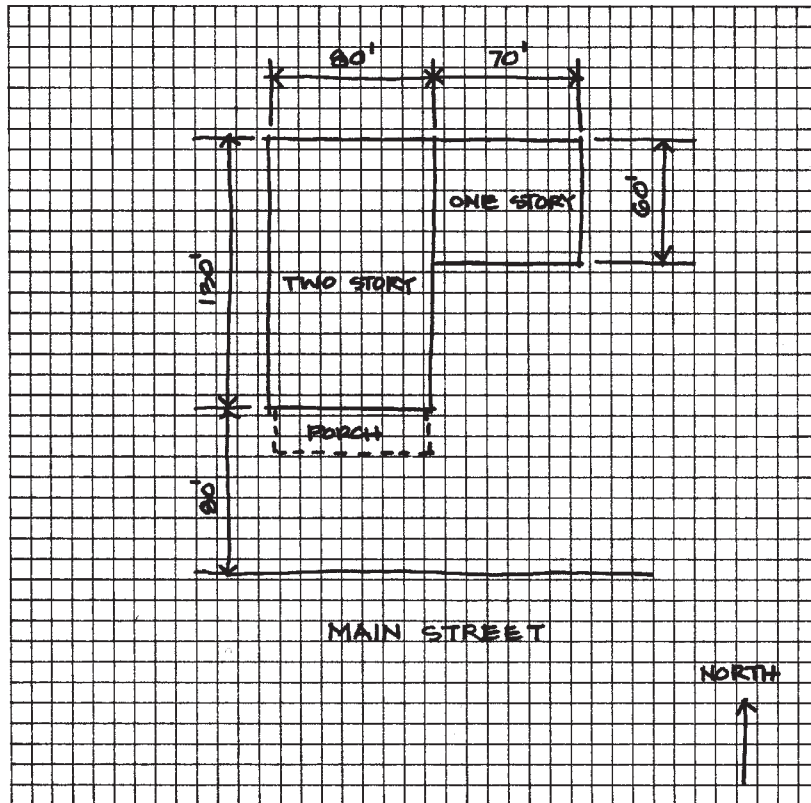
**Legend**

Scale: 1 square = 10 ft.

E: electric

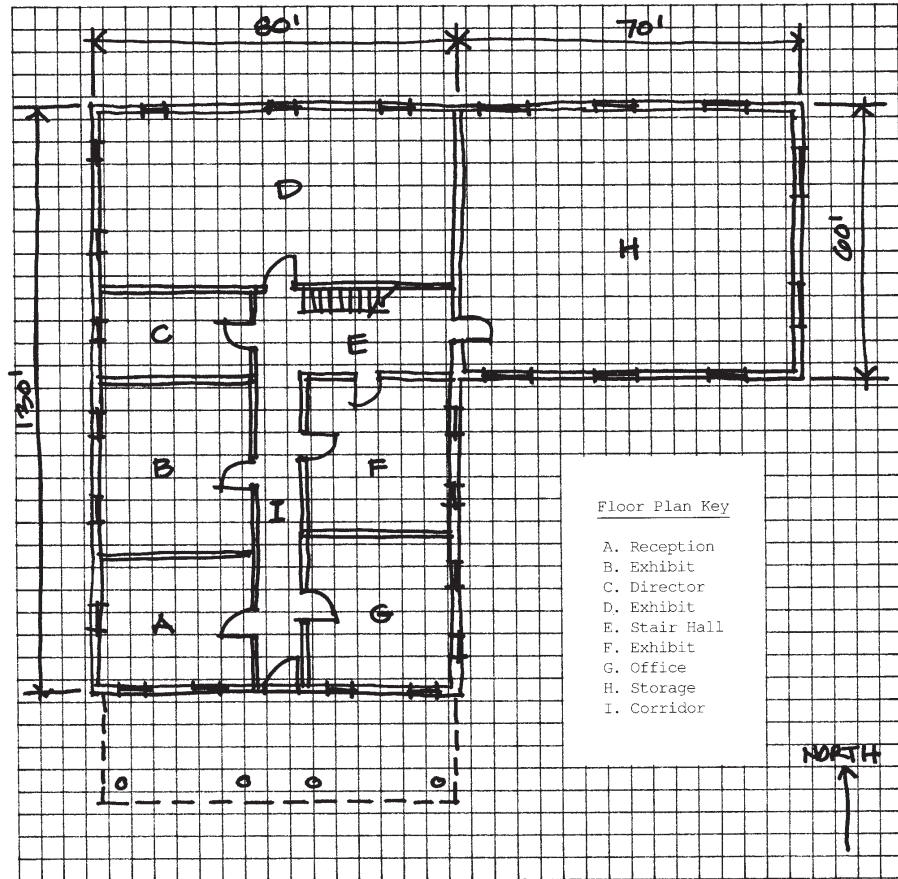
G: gas

W: water



**B. Basement Plan** - Note the following on the basement plan (*show photograph location arrow*)

1. Exterior doors and windows
2. Floor to floor heights
3. Drawing scale
4. North arrow



**C. Floor Plan** - Use separate sheets for each level of the facility. Note the following on each floor plan

1. North arrow
2. Exterior dimensions
3. Number of stories in each section of the building