

TABLE OF CONTENTS

- i. Cover Page – project name, defining photo, date, course name/number
 - ii. Table of Contents – as provided by instructor and used to guide writing of the HSR
 - iii. Executive Summary - overview of findings, major issues, and recommendations; provide a concise account of research, present major findings, identify major issues, and describe an overview of recommendations for treatment and use; summarize the format and each part of the HSR; list the Project Team and/or Principal Author.
 - iv. Introduction – include Location Data used to refer to the structure, Statement of Purpose as assigned by Instructor and further defined by property owner, summarize related or past studies used for reference, and the investigation and methodology used to meet both course and HSR content objectives.
- I. DEVELOPMENTAL HISTORY** – this section will document the evolution of the structure, its current condition and the causes of its deterioration. It is based on documentary research and physical evidence.
- A. Historical Background and Context of the Building – brief statement of people and events associated with the structure should generally include the following elements:
 1. Historical Overview of the Project Site – description, historic maps
 2. Context Description of the Site – neighborhood description, adjacent sites
 3. Architectural Description – architectural style, physical appearance
 4. Description of Comparable Structures – examples from nearby, if known, and others that seem comparable for reasons related to the property’s significance
 - B. Building Chronology – summary of physical construction, modification, and use of the structure, based on historical documentation with corroboration from first-hand observation and analysis.
 1. Episodes (number to be determined by research and physical evidence) summarize physical chronology, but must also correlate to events and other evidence of developmental history.
 2. Plan sketches illustrate building status and changes with each episode. These may appear in the body of the report or in the Appendix.
 - C. Existing Conditions – physical description of features, materials, and spaces according to age, significance, and condition. Copies of other studies or inspections may be included in the Appendix, but are summarized or referenced in this section. Discuss causes of observed deterioration and deficiency.
 1. Surrounding Site – building approach, significant landscape features, outbuildings or complementary structures that are part of the property
 2. Exterior Envelope – keeping the water out, protecting the building shell, preserving the integrity of the building’s exterior appearance
 - Roof – shedding rain water, providing shading or eave protection, preventing damage to structural frame and interior finishes
 - Drainage System – gutters and downspouts, grade conditions where roof water dumps onto the ground (where does it go, and does it cause any damage to the building?)
 - Walls – siding, cladding, detail, insulation, infiltration

- Windows and Doors – openings in the exterior walls for light and entry; note clear width and threshold heights of all door openings to consider the potential for barrier free access in Part II.
3. Interior Spaces – interior distinguishing features, conditions of interior finishes, indications of damage caused by flaws in the exterior envelope; organized room-by-room or floor-by-floor, depending on the building’s complexity
 4. Building Systems – what makes the building work, what provides thermal comfort and conditioning, what provides light and power, historic integrity and condition and relevance to the overall building design
 - Structural System – foundation, walls, and roof; notice visible cracking, settlement, deflection, and failure
 - Mechanical Systems – heat, ventilation, air-conditioning, and plumbing; identify and describe compatibility of systems to historic treatment
 - Electrical Systems – power/capacity to the building, power distribution, lighting fixtures, security or data systems; all identified and described, and noted for compatibility to historic treatment
- II. TREATMENT AND USE** – emphasis is on preserving extant historic material and resolving conflicts that might result from the structure’s reuse and treatment. Recommendations should be conceptual and clearly stated, but not overly detailed.
- A. Analysis
 1. Statement of Historical and Architectural Significance – historic designation or listing in a historic district; what does that mean, and how does that define the property’s significance?
 2. Statement of Architectural Integrity – how have changes over time impacted the historic integrity of the original design, including any additions and site features
 3. Period of Significance – one episode should emerge as the period of significance; summarize from Part 1.B, adding rationale that supports significance for the chosen period
 4. Treatment Approach – from the basic approaches to treatment (NPS Technical Preservation Services: Four Treatment Approaches -PRRR), describe which emerges as the overall approach and how others come into play for individual features or elements
 5. Reuse Concept – recommendations should respond to the anticipated new or continued use of the structure.
 - B. Treatment Recommendations – in concise terms, describe recommended repairs and changes to the basic building elements. If appropriate, describe the repairs or changes as a Level I immediate need, Level II medium-term recommendation, or Level III long-term planning goal. (For additional credit, prioritize the work and develop cost estimates that provide more detailed guidance to the Owner.)
 1. Surrounding Site – protect historic views both from and toward the building, as well as preserving significant landscape features and buildings; what about barrier free access?
 2. Exterior Envelope – keep the water out, protect the building shell, preserve the integrity of the building’s exterior design
 - Roof
 - Drainage System

- Walls
 - Windows and Doors – comment on the appropriateness and recommendation for all doors to accommodate barrier free access
3. Interior Spaces - protect interior distinguishing features, restore interior finishes, repair damage caused by flaws in the exterior envelope; organized room-by-room or floor-by-floor, depending on the building's complexity
 4. Building Systems
 - Structural System – correct obvious deficiencies
 - Mechanical Systems – ensure systems function properly and do not adversely affect historic materials (New Orleans Charter, 1990)
 - Plumbing Systems – ensure adequate piping and low-water use fixtures.
 - Electrical Systems – make the building safe, and upgrade systems discreetly

APPENDIX - the following suggested categories of information are important for the Appendix. Items vary with how the HSR is formatted and with the complexity of the property.

1. Bibliography – in addition to end notes, provide a list of references used to document research and references used in the report
2. Photographs – one continuous photo log, using form provided for the course; insert photos with figure number and caption for each photo following the log; reference photos from parts of the report where they are used to this appendix
3. Timeline – aside from the episode descriptions, create a chronological list of dates and events that summarize findings and serve as a quick historical reference
4. Glossary and Definitions – key words and definitions used in the report, could be addressed in Endnotes or other sections, or listed here
5. Episode Plan Drawings – modify plan sketches of existing conditions to illustrate changes with each episode, up to and including present plans
6. Survey Sketches, including dimensioned floor plans, annotated elevations, and interior highlights and details
7. Survey Worksheets, exterior conditions and interior room-by-room
8. Materials Analysis – summary of paint or other material analysis, as appropriate
9. Reference and Technical Data – copies of printed information that may be useful and relevant to the property or to the recommended treatments
10. Copies of Relevant Historic Documents – plat maps, historic photos, property descriptions, etc. that are relevant to the property