

Historic Structure Reports & Preservation Plans

A PREPARATION GUIDE



Cover and title page: Front elevation by Beyer Binder Belle,
from the Grover Cleveland Birthplace Historic Site,
Historic Structure Report, DBC PO693

About the Author

Dominique M. Hawkins, AIA, author of this guide, filled a temporary position as a Senior Historic Preservation Specialist in the Historic Preservation Office.

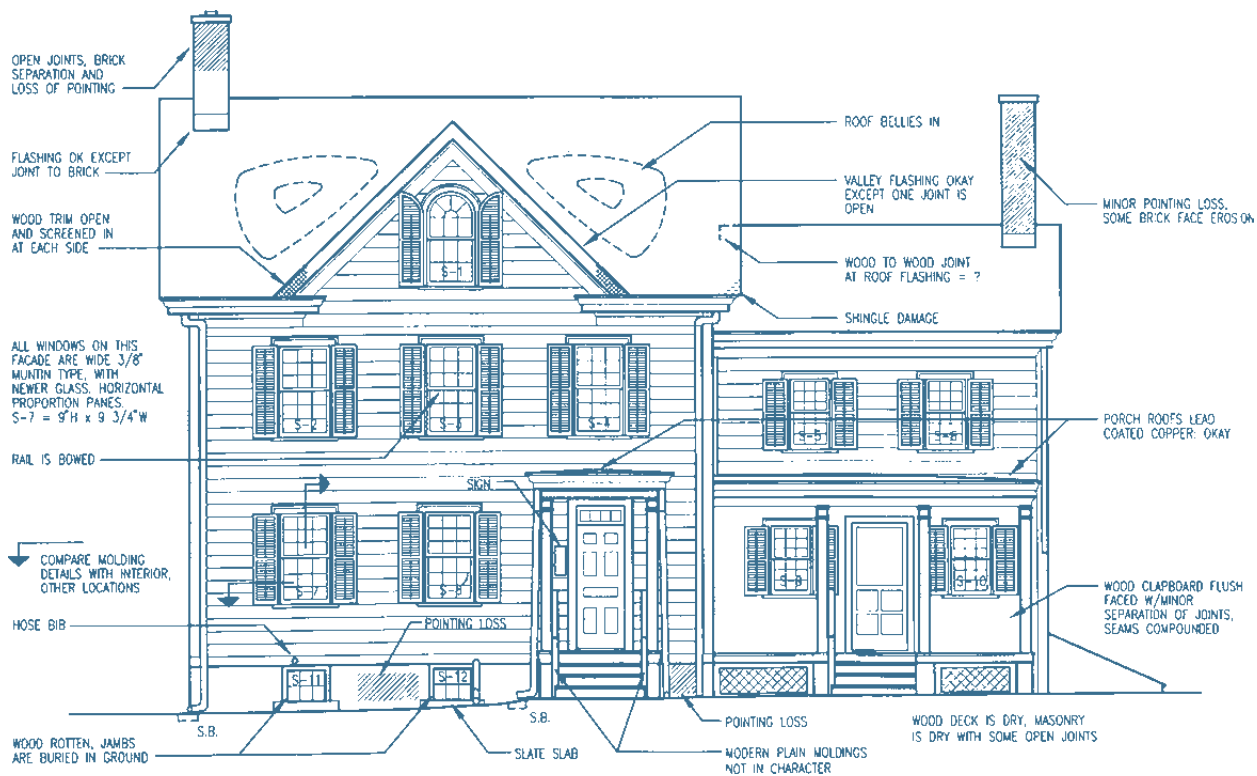
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Written by Dominique M. Hawkins, AIA

Editorial Assistance by Lyssa Papazian

Our Mission

- The Historic Preservation Office is committed to enhancing the quality of life for the residents of New Jersey through the preservation and appreciation of our collective past.
- Our mission is to assist the residents of New Jersey in identifying, preserving, protecting, and sustaining our historic and archaeological resources through the implementation of the state's historic preservation plan.

Preface

This guide was prepared by the New Jersey Historic Preservation Office (HPO) to assist property owners, stewards, and professionals in understanding the need for and content of Historic Structure Reports and Preservation Plans.¹

This document represents a suggested guideline; the specific content and format for each project should be based on the project's needs and goals and developed in consultation with professionals, owners, users, and if applicable, funding agencies.²

Introduction

First developed in 1935, planning documents for historic properties provide a means for documenting original construction, alterations, and owners, identifying current conditions, and making prioritized recommendations for future work. From their inception, the content and structure of these planning documents has evolved into "Historic Structure Reports," and recently, in a more abbreviated form, "Preservation Plans."

The need for Historic Structure Reports and Preservation Plans is based on the understanding that each historic property represents a unique and irreplaceable resource. In too many cases, well-intentioned restoration or other construction efforts destroy or obscure historic character and physical evidence or present a false sense of a property's past. Historic Structure Reports and Preservation Plans provide a forum to address changes to a resource during the planning process, explore alternative plans of action, and minimize loss, damage, or irreversible adverse effect on historic fabric. With proper planning, work efforts at a historic property can be viewed in the context of its significance and phased to achieve the desired goals. The process



Photo courtesy of Holt Morgan Russell Architects

An HSR is guiding the restoration of the Log House at Craftsman Farms, built by Gustav Stickley in 1911.

described in this brief allows owners and stewards to prioritize their work and responsibly plan for the future.

Beyond guiding the implementation of recommendations, Historic Structure Reports and Preservation Plans are valuable reference tools for a site. This is particularly true of Historic Structure Reports that include extensive historical documentation. The information presented in either document can be used to inform subsequent studies including further investigation, Interpretive Plans, Master Plans, and Feasibility Studies.

The Secretary of the Interior has developed four nationally accepted treatment approaches for addressing historic resources: preservation, rehabilitation, restoration, and reconstruction. These definitions should be reviewed to anticipate the interpretive and physical approach governing future work at the resource. In some cases, more than one approach may be appropriate or a specific area may be considered for an alternative treatment.

Treatment Approaches

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the properties functional is appropriate within a preservation project.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, and architectural values.

Restoration is defined as the act or process of accurately depicting the form, features, and characteristics of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems, and other code-required work to make the properties functional is appropriate within a restoration project.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

In reviewing these treatment options, owners and stewards should make a realistic assessment about the current physical condition, the desired future interpretation, the nature of the interventions, and the budget for the work required to achieve that goal. A property that has been extensively modified may be a poor candidate for restoration to a specific point in time or its actual period of significance may extend past that building's popularly understood restoration period.

As owners and stewards commission a planning document, they should understand the meaning of the various treatment options and the possibility of the document to outline future work at a site, for potential fund raising efforts or funding agencies. Potential funding agencies and the HPO, if involved, will review the final document and its recommendations for conformance and consistency with the appropriate treatments as defined in the Standards. Recommendations for specific treatments in Historic Structure Reports and Preservation Plans should be in conformance with the overall Standards or they may not be eligible for state or federal funding.

From the Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995³

Overview

The first comprehensive document that attempted to describe the history and development of a building was “The Physical History of the Moore House,” prepared by Charles E. Peterson in 1935. The format and content of this report, referred to by a variety of names, evolved under the direction of the National Park Service (NPS). In 1956, NPS established an internal agency requirement for the preparation of planning documents for historic properties prior to undertaking physical work. Two years later, the term “Historic Structure Report” was coined and remains in use today, although the requirements of the documentation and format continue to be refined. Like NPS, the State of New Jersey encourages the completion of a planning study for a historic property prior to implementing construction projects at historic sites.

Historic Structure Report

Today, Historic Structure Reports (HSRs) are multi-disciplinary planning documents, often created by a team of professionals to evaluate many aspects of a property simultaneously. It is a thorough record of existing historical research and resources as well as existing conditions. The HSR provides a forum to identify historic fabric and the means to minimize its loss, damage, or any adverse effects upon it. From an understanding of the historic fabric, long-term alternative actions and their impact on the site as a whole can be explored in the planning phase. Similar to past HSR formats, the document is limited to information that bears directly on the historic character and fabric of a resource (building, structure, and/or site). The project team evaluates and documents:

- History of the construction, alterations, owners, and significant events at the property based on physical and documentary evidence
- Current conditions
- Remaining significant and character-defining features
- Evaluation of current and proposed program needs in relation to the historic fabric
- Recommended overall treatment approach (preservation, rehabilitation, restoration, or reconstruction)
- Recommended treatments for individual features or areas
- Prioritization of recommendations and cost estimates
- Identification of future areas of research or documentation

Because of extensive research and comprehensive existing conditions information, the HSR is a valuable reference tool for the site. This information establishes a framework for owners and stewards to consider physical alterations to the property, with the understanding of how the proposed work will impact the historic fabric and character.

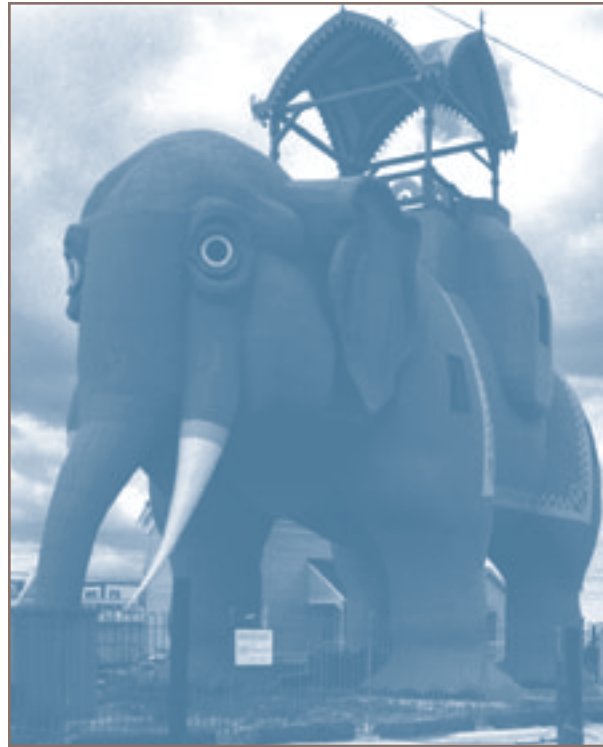
Preservation Plans

Although there is not full agreement as to what to call an abbreviated HSR, the term “Preservation Plan” and “mini HSR” have been used. For the purposes of this brief, “Preservation Plan” (PP) has been adopted to avoid confusion between the two documents.

Preservation Plans tend to be prepared to assess and guide the effects of a proposed treatment or construction-related capital project on the existing fabric of a property. Examples of such actions may include repair or replacement of historic fabric, change in use, systems upgrades, code compliance or accessibility upgrades, and hazardous materials abatement. Preservation Plans should include as much historical research and existing conditions documentation as is necessary to substantiate its recommendations but are not meant to be the complete documentary record of existing conditions that would be found in an HSR. Preservation Plans are similar to HSRs but:

- They tend to be prepared immediately preceding a specific capital improvement project
- The history of the construction, alterations, owners, and significant events at the property is abbreviated in detail and is generally limited to what is directly affected by the contemplated project

Since they are often prepared for a specific project, the long-term benefit of the Preservation Plan as a resource document is considerably less than an HSR.



In the development of a Preservation Plan for Lucy the Elephant, Westfield Architects & Preservation Consultants discovered extensive moisture-induced deterioration of the rib structure and sheathing, altering the project approach.

When to Write an HSR or Preservation Plan

Although HSRs and Preservation Plans include many of the same components, they are different documents. For example, both HSRs and Preservation Plans include a treatment/recommendations section. In an HSR, the treatment/recommendations section is typically equally weighted with the history and existing conditions sections, while it tends to be the focus of the Preservation Plan. It is important for owners and stewards to understand the advantages and limitations of each document to make the best selections for their property.

When choosing an HSR or Preservation Plan, the following issues should be addressed:

1. The treatment recommendation, or how the information in the document will be utilized after its completion (e.g., to inform a select area of repair or an extensive restoration)
2. Extent of proposed intervention
3. Level of significance of the resource [National Historic Landmark, listed on the National or New Jersey Register of Historic Places, locally designated, or contributing to a historic district. Because evaluations in historic districts tend to be limited to either contributing or non-contributing, it is valuable to evaluate the significance of each resource individually.]
4. Availability of historic documentation
5. Existence of or accessibility to physical evidence (remaining evidence and limitations of possible non-destructive and destructive testing)
6. Availability of funding to complete documentation

As each historic property is unique, so too is the relative importance that should be given to each of the factors above. In selecting either an HSR or a Preservation Plan, owners and stewards may consult applicable funding agencies or the HPO who can provide assistance in the decision. Whichever document is selected, it is essential that at a minimum, the information included should provide sufficient data to:

- Answer all questions specific to the implementation of the recommended treatment vis-à-vis the Standards
- Develop a plan of action for future work
- Make informed management or development decisions and understand the effects of those decisions on the historic fabric

In general, when extensive and costly projects are planned, it may be prudent to invest in an HSR that can better provide a more complete documentary record and fully informed analysis which will result in a more efficient and economically appropriate project.

Often, Preservation Plans are undertaken instead of HSRs due to funding limitations. Although this may not be the best alternative, a Preservation Plan can still be a useful tool for owners and stewards. In instances in which an HSR would be preferred if financial resources were available, the identification of areas of future research becomes an important and strategic component of the Preservation Plan.

Defining these areas allows owners and stewards to continue research as funding allows, eventually assembling sufficient documentation to form the basis of an HSR.

Owner and Steward Responsibility in the Process

The owners and stewards of a property assume certain responsibilities throughout the process of preparing HSRs and Preservation Plans, from inception through the implementation of recommendations.

At the beginning of the process, owners and stewards should collect available data and review the criteria for the selection of an HSR or Preservation Plan in consultation with the applicable funding agencies (and the HPO) if required. Once an appropriate approach is selected, a scope of work for each section should be defined and modified from the provided comparative outline to address the unique issues at the property. Owners and stewards will then use the overall scope of work, in conjunction with any funding agency-approved contracts, to hire a team of consultants to complete the project.

The process of preparing an HSR or Preservation Plan can be time-consuming. Depending on the complexity of the site and project, a Preservation Plan may require several months to prepare and an HSR over a year. Additionally, the process needs ongoing input and review by owners and stewards, further extending the preparation time. At some points, the process may become a source of frustration as significant time is dedicated to its preparation, and construction appears to be delayed.

However, a guiding HSR or Preservation Plan can provide long-term benefits to a property's preservation.

Input that can be provided by owners and stewards to the consultant includes:

- Available historic documentation including earlier HSRs, Preservation Plans, Archaeological Reports, etc.
- Potential sources of documentation or research, including photographs, maps, illustrations, written descriptions, etc.
- National or New Jersey Register Nominations, or similar forms
- Documents or oral descriptions of recent modifications or problems
- History of property maintenance
- Available planning documents such as Master Plans, Interpretive Plans, Feasibility Studies, etc.
- Description of the intended use of the property after work is complete
- Availability and sources of funds and resources for maintenance and capital improvement projects

Whichever document is implemented, it should be developed in conjunction with the owners, stewards, and any funding agencies. Additionally, the HPO is available to provide guidance throughout the process. Consultation with the local historic preservation commission is also recommended for information about other local projects and any regulations or agencies which may effect the

Historic Structure Report and Preservation Plan Comparative Matrix

The following matrix could be used to help choose the appropriate planning document for a property.

	HSR	PRESERVATION PLAN
Treatment Recommendations	Restoration; reconstruction; irreversible; alterations; preservations; rehabilitation; adaptive reuse; repair; and code, accessibility, or systems upgrade	Preservation; rehabilitation; adaptive reuse; repair; and code, accessibility, or systems upgrade
Extent of Intervention	Complete or extensive	Limited
Level of Significance	National Historic Landmark, eligible for or individually listed on the National or State Register of Historic Places	Eligible for or individually listed on the National or State Register of Historic Places, contributing resource in a historic district
Availability of Documentation	Significant availability or documentation, possibly old photos, drawings, inventories, etc.	Limited documentation available
Access to Physical Evidence	Ability to perform invasive test and investigations	Limited investigation and testing available
Availability of Funding	Funding available for research	Limited funding

recommendations. Intermediate draft submissions by consultants will allow the effort to be coordinated with broader planning efforts at the site, including Master Plans, Feasibility Studies, and Interpretive Plans. This will also prevent consultants from working in isolation and losing sight of the need to provide sufficient data to answer necessary questions for the implementation of the recommended treatments.

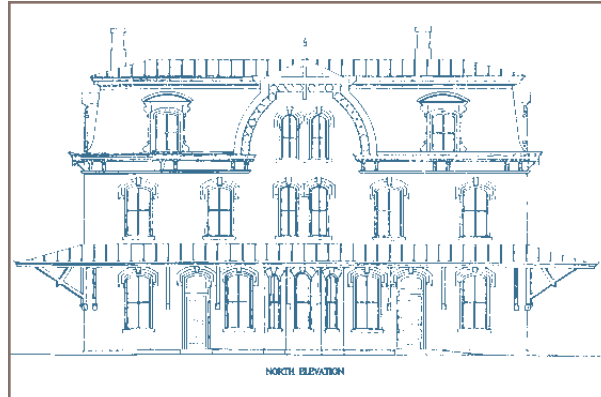
One of the most challenging aspects of an HSR or Preservation Plan is the implementation of the recommendations. In the case of a recommended capital improvement project, a qualified consultant, such as a historic architect, is usually hired to prepare construction documents. Depending on the thoroughness of the document, additional testing or research may be needed prior to preceding with the work.

In order for a preservation planning document to be most valuable, it should be prepared as early as possible in any project or capital campaign when there is still flexibility to respond to the new information and recommendations. Many owners and stewards have discovered through the preparation of an HSR or Preservation Plan that earlier assumptions and interpretations were found to be historically inaccurate, or proposed treatments inappropriate for the site. These discoveries can lead to construction projects better tailored to the site, interpretation changes that enhance a visitor's experience, and the avoidance, in some cases, of unnecessary and costly changes. In many instances, the highest priority recommendations will involve "invisible" works such as stabilization of the structure or prevention of further deterioration. Although this type of work will not produce readily visual impacts, it is unwise to complete cosmetic or decorative improvements to a resource while it is structurally unsound or subject to further deterioration.

Utilizing an HSR or Preservation Plan

Once an HSR or Preservation Plan has been prepared, it should be utilized by owners or stewards to implement a plan of action. Although an HSR is primarily a documentary resource and not project- or issue-specific, it is extremely useful for a number of purposes. HSRs can:

- Broaden the understanding and appreciation of a property
- Enable development of a use plan that maximizes respect for historic fabric in conjunction with program needs
- Inform curatorial and interpretive issues
- Develop Interpretive Plans and inform other planning documents
- Assist in the development of a Maintenance Plan (if not included in the HSR)
- Assess the impacts of proposed alterations
- Prepare construction documents for a capital project
- Provide information in response to management or development issues
- Provide information for fundraising efforts to support future studies or construction projects
- Guide future research



Drawing courtesy of Ford Farewell Mills and Gatsch, Architects

The preparation of a Preservation Plan for the Hopewell Railroad Station provided information about the design and location of several character-defining historic features.

Since a Preservation Plan is usually undertaken in anticipation of a specific project, its recommendations tend to lead directly to construction documents and a capital improvement project. Therefore, the future research value tends to be more limited.

HSRs and Preservation Plans are not static developments. They should not be supplemented, as more information becomes available. This information can be gathered during or after the construction work, additional physical analysis or historic documentation. As such, it may be appropriate for owners and stewards to request an electronic copy (diskette) of the final document or bind it in a manner which allows new information to be easily integrated, (e.g., three-ring binder).

Hiring a Consultant

A multidisciplinary team of professionals usually creates HSRs and Preservation Plans, most often under the direction of a historic architect, with demonstrated expertise in historic resources. Due to their more extensive research, HSRs typically include a wider variety of professionals than Preservation Plans. The team can include historic architects, architects, architectural historians, architectural conservators, landscape architects, engineers, archaeologists, materials analysis experts, historians, historic interiors specialists, and others, selected to suit the unique qualities of the property. This approach permits simultaneous evaluation of all aspects of a resource. It also allows specialists to review any proposed intervention, and the team to present integrated recommendations, with an understanding of how each proposed action will impact the resource's historic fabric.

When beginning the process, owners and stewards should read examples of HSRs and Preservation Plans from other sites. This will help in understanding what these documents are, which sections or type of information that may be appropriate for their site, and can provide a standard with which to evaluate a perspective consultant's work. Examples of HSRs and Preservation Plans may be found at the HPO, as well as some local historical commissions, historic sites, historical societies, and funding agencies, and some local or university libraries.

When selecting a consultant, it can be valuable to seek recommendations from representatives of other historic properties in the region or a local historical commission. Additionally, the HPO maintains a list of consultants who appear to have met the established minimum federal requirements for preservation projects as outlined in 36 CFR 61.⁴ [This list is intended as a guideline only and



Photo courtesy of Watson & Henry Associates

The preparation of an HSR for the Rhea-Applegate House on Monmouth Battlefield determined that the house was constructed in 1745, clarifying its association with the 1778 Battle of Monmouth, and aiding in its restoration.

does not imply a recommendation or certification.] Additionally, Preservation New Jersey has compiled a Preservation Services Directory⁵ to assist in the location of consultants.

Prior to beginning discussions and issuing a Request for Proposal (RFP) from consultants, it is important for owners and stewards to be as specific as possible in identifying what is expected from the final document. This allows potential consultants to base their fee proposals on the same scope of work, provides a basis for comparison between proposals, and permits the owner or steward to understand exactly which issues will be explored in the final document and to what extent.

When reviewing proposals it is most important to understand the qualifications of each of the individuals on the team who will be directly associated with the work, and how much time they will dedicate to the project. Particularly in larger consulting firms, principals or department directors may delegate work to their staff. Qualified personnel and appropriate methodology should be more important than cost in choosing a consultant.

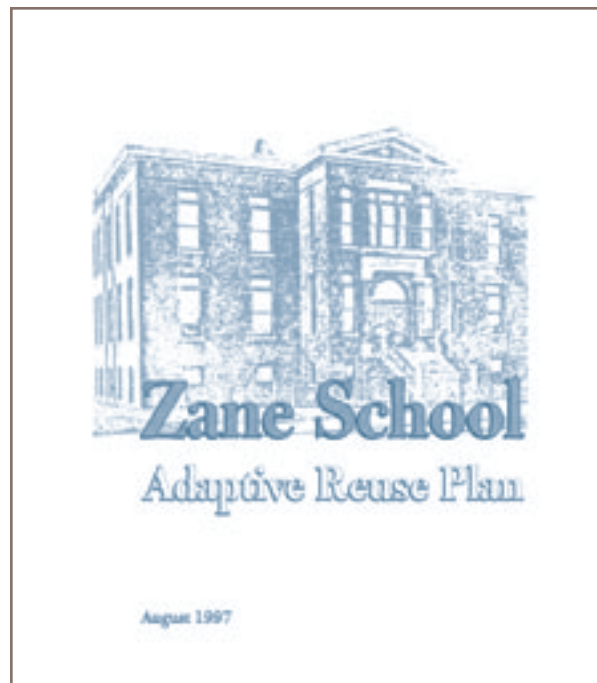
Most project teams are lead by a historic architect with an architectural historian providing some of the research, although there are many instances in which professionals with varied experience are needed, depending on the nature of the resource. Because of the unique and irreplaceable nature of historic resources, it is important that all team members, including engineers and landscape architects, demonstrate their knowledge of and experience with historic resources, not simply the architect or historian. Additionally, it is appropriate for owners and stewards to ask for references, borrow samples of other HSRs or Preservation Plans, require that architects, engineers, and landscape architects be licensed to practice in their respective fields, and verify with prior clients that they were pleased with the level of research and service that they received.

HSR and Preservation Plan: Comparative Outline

The format for the HSR and Preservation Plan outlined in the appendix is intended to address many potential components of the final document. Many items identified are optional and may not be necessary. Items preceded by a solid circle represent the minimum recommendations for each type of document. The optional elements should be tailored to the unique needs of the resource and the proposed treatments. Additionally, documents may be amended at a later date to include additional information, evaluation, or analysis as outlined in the recommendations for future research.

The format of the outline represents a suggested guideline. This can be modified by consultants and sections combined to address the specific needs of each project and availability of information.

Information that is indicated in the text of the main document as well as the Appendix is intended to



A Preservation Plan, entitled “Adaptive Reuse Plan,” was developed by Westfield Architects and Preservation Consultants to document existing conditions and guide a major capital project at the historic Zane School for the Borough of Collingswood.

provide the consultant with flexibility in organization. Copies of historic and current photographs, drawings, and documents may be presented as an appendix of the applicable section or in the main Appendix. Similarly, evaluations, research, and assessments by engineers, archaeologists, landscape architects, conservators, materials specialists, and others may be integrated into the text or their individual reports may be added as an Appendix.

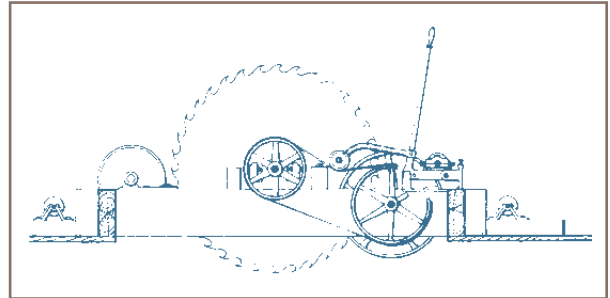
The clarity of photographs is very important in both the presentation within the document, and as a future reference tool. It is highly recommended that all photographs of current conditions be at least 35mm, black-and-white prints, three-by-five inches in size. Use of a perspective-correcting lens is strongly encouraged.

Captions for all photographs, illustrations, and drawings which include orientation, date, author, and source should be provided if known. Special efforts should be made to ensure clarity in reproduction or photocopying to allow for maximum legibility.

Footnotes and bibliographies should be included for all referenced material in accordance with a standardized format, such as the Chicago Manual of Style.

The length of some subsections is provided as a suggested guideline and does not include graphics, photographs, or drawings. Specific lengths should be modified based upon the nature of the resource and availability of information.

Owners and stewards should request that at least one copy of the final document be printed on archival paper and contain original photographs mounted with stable, non-staining archival tape or adhesive.



Drawing by John Bowie Associates

Prior to dismantling and restoring the historic equipment at Double Trouble Sawmill, detailed drawings for each piece, such as this lane saw, as well as the power train documented the existing conditions for re-installation. The drawings became a part of the HSR record.

This document should be presented in a three-ring binder maintained at the site. This will allow for clarity in future reproduction (photocopying) and additional information to be easily integrated into the report.

Notes

- ¹ The document referred to herein as a “Preservation Plan” is not the same as a “Historic Building Preservation Plan (HBPP)” developed by the General Services Administration (GSA) as a comprehensive management and maintenance tool for historic structures.
- ² The format presented in this document for the Historic Structure Reports is generally based upon the National Register Programs Guideline (NPS-49), Chapter 6–Grant Assisted Program Activities, Exhibit 6-E Historic Structure Reports, “Historic Structure and Historic Landscape Report Format,” October 1997 Release.
- ³ The Secretary of the Interior’s Standards for the Treatment of Historic Properties. Washington, DC: US Department of the Interior, National Park Service, Preservation Assistance Division, 1995. Referred to throughout this brief as the Standards.
- ⁴ 36 CFR 61 is the Code of Federal Regulations for Professional Qualification Standards, published by the Office of the Federal Register.
- ⁵ For further information regarding Preservation Service Directory: A listing of the services in the field of historic preservation in and around the State of New Jersey, 1996, please contact Preservation New Jersey, Inc.; 149 Kearny Avenue, 2nd Floor; Perth Amboy, NJ 08861-4700; (908) 442-1100.

Suggested Reading

Charter of Venice: International Charter for the Conservation and Restoration of Monuments and Sites. Venice, Italy, 1964. Second International Congress of Architects and Technicians of Historic Monuments.

Feilden, Bernard M. and Jukka Jokilehto. *Management Guidelines for World Cultural Heritage Sites.* Rome, Italy. ICCROM. 1993: 11-21.

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The Secretary of the Interior's Standards for the Treatment for Historic Properties. Washington, DC: US Department of the Interior, National Park Service, Preservation Assistance Division, 1995.

The following publications contain several articles concerning the documentation of historic resources:

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Biallas, Randall J., AIA. Evolution of Historic Structure Reports and Historic Structure Preservation Guides of the US National Park Service: 7-17.

Reed, Paula Stoner. Documentation for Historic Structures: 19-22.

Spiers, Tomas H., Jr., AIA. Architectural Investigation and Analysis for Historic Structure Reports: 23-26.

Gianopoulos, Nicholas L., P.E. Suggested Guidelines for the Structural Examination, Analysis, and Evaluation of Historic Structures: 27-28.

Welsh, Frank S. Paint Analysis, pages 29-30.

Dean, Jeff. Photographing Historic Buildings: 31-46.

McCarthy, Thomas H. Programming for Preservation: 47-48.

APT Bulletin, Vol. 22, Nos. 1-2, 1990. Winter, Thomas and Peter Schultz. A Systematic Approach to Historic Structures Reports: 142-148.

APT Bulletin, Vol. 28, No. 1, 1997.

Slaton, Deborah and Alan W. O'Bright, guest eds. Historic Structure Reports: Variations on a Theme: 3.

Drolet, Georges, Julia Gersovitz, and Lyette Fortin. The West Block of Parliament, Ottawa: An HSR Case Study: 5-12.

Hawkes, Pamela W. Preserving New England's Rural Landscapes: The Property Plan for Eastman Hill, Lovell, Maine: 13-18.

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Francou, Jerome. Historic Structure Reports in France: A History of Guidelines and a Case Study: 23-28.

Waite, John G., Clay S. Palazzo, and Chelle M. Jenkins. Watching the Evidence: An HSR to Guide the Preservation of George Washington's Mount Vernon: 29-35.

Woodcock, David G. Reading Buildings Instead of Books: Historic Structure Reports as Learning Tools: 37-38.

Smay, Michelle. A Historic Structure/Cultural Landscape Report: South Manitou Island Light Station, Michigan: 39-43.

Stovel, H. A Significance-Driven Approach to the Development of the Historic Structure Report: 45-47.

Lewis, Miles. The Conservation Analysis: An Australian Perspective: 48-53.

Kennedy, Barrett and Jayant Swamy. Louisiana HABS Online: The Whitney Plantation Perspective: 55-61.

CRM Bulletin, Vol. 13, No. 4, 1990. Garrett, Billy G. Historic Structure Reports: A Redefinition: 1-2.

_____. Current Guidelines for HSRs 3-4.

_____. A New Conceptual Model: 4-8.

Biallas, Randall J. Evolution of Historic Structure Reports: 9.

Toothman, Stephanie S. Preservation Case Studies and HSRs: 11.

CRM Bulletin, Vol. 13, No. 6, 1990. Biallas, Randall J. More on Historic Structure Reports: 1.

Cliver, E. Blain. The HSR: Its Production and Cost: 1-3.

Bearss, Edwin C. The Chief Historian's Reflections on Historic Structure Reports and the Need to Redefine Our Approach: 3-5.

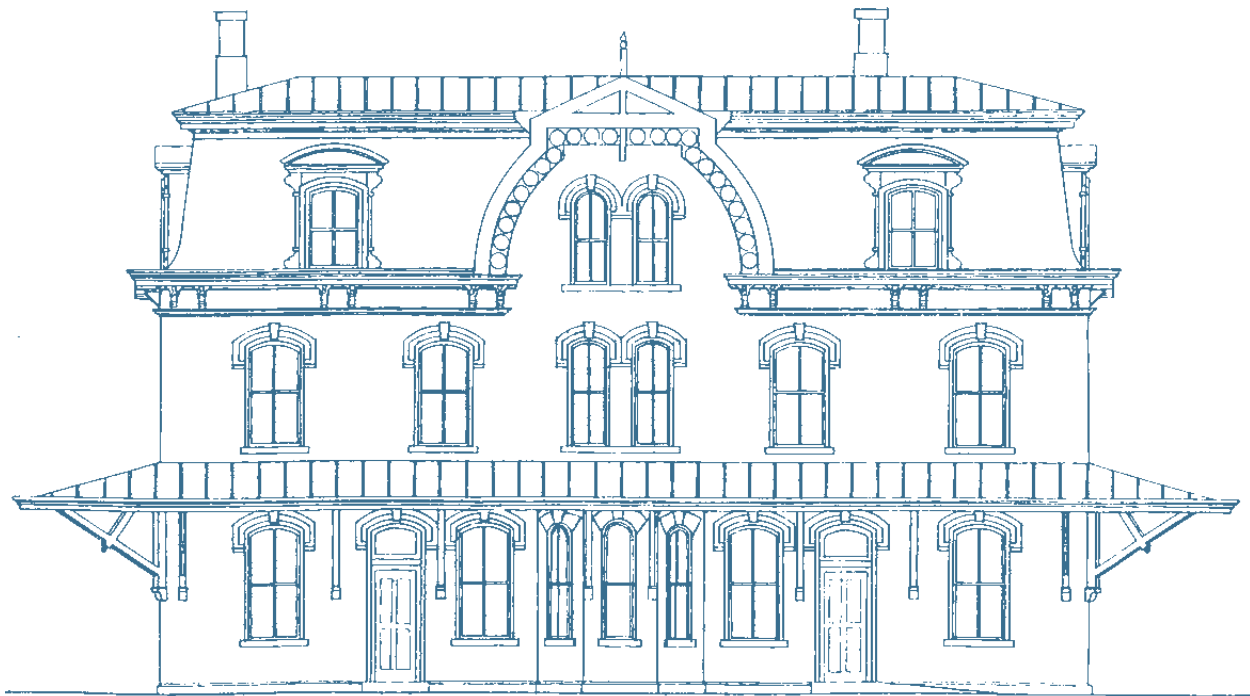
Borjes, Richard A. "Building File" HSRs: Hope for Golden Gate NRA: 5-6.

Cronenberger, Richard J. Integrating ICAP Into the HSR: 6-7.

Building Conservation Branch of the North Atlantic Cultural Resources Center. HSRs: Documentation First: 7-9.

Gelburd, Diane E. Educating the Public: 11-12.

Appendix



NORTH ELEVATION

Historic Structure Reports and Preservation Plans:
A Comparative Outline

Items preceded by a solid circle (●) represent the minimum recommendations for each type of document. The optional elements are indicated by an open circle (○).

Table of Contents

HSR PP

- ● Paginated Table of Contents

For both HSRs and Preservation Plans, include sequential page numbers for the entire document or paginate by section. List section and sub-section headings as appropriate.

Identification of the Resource– Executive Summary

(2–3 pages)

HSR PP

- ● Names and location of resource
- ● Overall description of the building or structure, including number of stories, construction materials, major elements or features, and site features
- ● Dates of construction and major alterations
- ● Prioritized zones of significance
- ● Purpose and scope
- ● Overall recommended treatment approach
- ● Prior preservation, rehabilitation, restoration, or reconstruction efforts
- ● General recommendations for work at major elements/features
- ● Interpretive programs
- ● Owners and stewards
- ○ Maintenance/treatment provisions

The intent of executive summary is to provide a statement of the purpose and scope of the project, state the overall recommended treatment approach, and provide a synopsis of the findings and recommendations of the HSR or Preservation Plan. It should locate the project, including the county; provide the historic name, if available; and provide a brief description of the building or structure, its site and setting. It should present a summary of the information describing the existing condition of the building or structure and its site; identify the recommended treatment approach(es) (i.e., preservation, rehabilitation, restoration, and/or reconstruction); prioritize zones of significance; and describe the general interior or exterior features, spaces, or materials and their general treatment recommendations. It should also identify any previous studies, preservation, or stabilization efforts.

The executive summary should also identify organizations and/or agencies which will own, interpret, and operate the resource, and any provisions which have been made, either in the HSR or elsewhere, for the continued maintenance and/or treatment.

Introduction

(3–5 pages)

HSR	PP
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- | | | |
|---|---|--|
| ● | ● | Statement of significance |
| ● | ● | Historic designations as applicable |
| ● | ● | Description of methodology |
| ● | ● | Organization of document |
| ● | ● | Funding Sources |
| ● | ● | Individuals or consultants involved in preparation |
| ● | ● | Contacting or sponsoring individuals, groups, or organizations |
| ● | ● | Extent of time available or needed to prepare document |
| ● | ● | Parameters and/or limitations of document |
| ● | ● | Areas of future study |
| ● | ● | Acknowledgments of those who assisted in or cooperated with the document preparation |

The intent of the Introduction is to orient the reader and summarize the significance of the resource, and identify its historic designation (e.g., National Historic Landmark, National Register of Historic Places, local designation, within a historic district, etc.). It also serves as a means of documenting the methodology and organization of the document's preparation, and identifies individuals, groups, or agencies responsible for the undertaking.

The Introduction should acknowledge the report sponsor and/or funding sources, individuals, or consultants involved in the preparation of the HSR or Preservation Plan, as well as individuals or organizations who provided assistance or cooperation during its preparation. It should describe the relationship to other planning documents which may impact the site, including Master Plans, Feasibility Studies, and Interpretive Plans, as well as identify areas for future study.

Part I. Developmental History Historical Background and Context History of Property

(Minimum 15 pages for HSR and 5 pages for a Preservation Plan)

HSR	PP
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|---|---|---|
| ● | ● | Methodology of Research |
| ● | ● | Historical and cultural significance |
| ● | ● | Architectural significance |
| ● | ● | Chronology of ownership, construction, alteration, use, and significant events |
| ● | ● | Prior studies or treatment efforts, dates, and individuals involved |
| ● | ● | Copies of available historic documents, maps, illustrations, and photographs |
| ● | ● | Complete citations for primary source material as it informs the text |
| ● | ● | National and New Jersey Register Nomination Forms and prior Individual Intensive Survey Forms, if completed |

The depth of historical research and data can vary widely between an HSR and Preservation Plan. To avoid confusion, they are described separately below.

In an HSR, descriptions of the historical, cultural, and architectural significance of the resource may be divided into separate sections if the complexity of the building's history or availability of information warrants. Otherwise, it can be presented as a combined narrative since construction history, history of ownership, and significant events tend to be intertwined.

This section should discuss the historical significance of the building or structure and its site, based upon its involvement with significant events, people, or periods. It should also address its architectural significance, based upon the physical aspects of the design, materials, form, style, or workmanship as a representation of the work of an important ar-

chitect, engineer, landscape architect, builder, or craftsman.

This section describes the owners and/or occupants of the property and their influence on its development, as well as significant events that occurred there, through primary source documentation. All primary source materials should be scrupulously identified and footnoted throughout the narrative. Primary source material can come from several locations, including: tax assessments, probate records or wills, “chains of title,” inventories, deeds, maps, newspaper articles describing an event at the resource or advertising its sale, letters, diaries, biographies, ledgers, vouchers, travelers’ accounts, photographs, paintings, drawings, and illustrations.

Additional information that can be presented in this section, such as graphics or sketches, should be included when available. If a National or New Jersey Register Nomination form has been completed for the resource, it should also be included, either in this section or as an Appendix. Additionally, if an earlier Individual Intensive Survey Form has been completed, it should also be included. [Reliance on National Register and New Jersey Nomination forms for information regarding a property’s significance may not be adequate, particularly if the nomination was prepared prior to 1980. Older nomination forms are often in need of updating. An updated Individual Intensive Survey Form should be included as an Appendix.]

Research should include an annotated chain of title and a chronology of the construction, alteration, and use history of the resource and its site through the present day. Descriptions of prior owners or occupants and their associations with and development of the property should be included in the narrative portion of the text. Within narrative descriptions, include the circumstances by which

the property was acquired, how acquisition or subsequent development or alteration was financed, and whether the property size or features changed during their ownership.

Copies of pertinent original documents, maps, illustrations, or photographs should be presented as an appendix to this section or in the main Appendix.

Similarly, in a Preservation Plan, the historical, cultural History of Property, and architectural significance of the resource may be divided into separate sections if the complexity of the building’s history or availability of information warrants. Otherwise, it can be presented as a combined narrative since construction history, history of ownership, and significant events tend to be intertwined, particularly at this level of research.

This section should discuss the historical significance of the building or structure and its site, based upon its involvement with significant events, people, or periods. It should also address its architectural significance, based upon the physical aspects of the design, materials, form, style, or workmanship as a representation of the work of an important architect, engineer, landscape architect, builder, or craftsman. In instances in which the sufficiency or quality of documentation is inadequate, additional primary source research should confirm or supplement data. Include citations for all documentation.

Contrary to an HSR, in a Preservation Plan this section is not intended to necessitate exhaustive primary source research. Sufficient information should be presented to document the general chronology of major events or construction activities at the resource, and provide adequate justification for each of the recommended treatments. It should be primarily based upon available documentation and include recommendations for further research,

including the identification of additional data, as appropriate.

Additional information that can be presented in this section, such as graphics or early written descriptions, should be added when available. Graphics may include period photographs, pictorial views, historic maps, and images. Copies of historical written descriptions may also be presented such as letters, wills, advertisements for sale of properties, tax or insurance assessments, etc. Copies of pertinent original documents, maps, illustrations, or photographs should be presented as an appendix to this section or in the main Appendix.

Archaeological Evaluation

<u>HSR</u>	<u>PP</u>	
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|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of significance |
| <input type="checkbox"/> | <input type="checkbox"/> | Research design and methodology |
| <input type="checkbox"/> | <input type="checkbox"/> | Results of research and testing |
| <input type="checkbox"/> | <input type="checkbox"/> | Interpretations |
| <input type="checkbox"/> | <input type="checkbox"/> | Archaeological site plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs |
| <input type="checkbox"/> | <input type="checkbox"/> | Artifact inventory and analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Detail drawings and sketches |
| <input type="checkbox"/> | <input type="checkbox"/> | Recommendations for future research |

An archeological evaluation is appropriate in either an HSR or Preservation Plan when ground disturbance may occur within an area which has potentially been undisturbed since the period of historic significance, or when there is opportunity to gather additional interpretive information. An archaeological survey may be particularly helpful in providing information about remnants of earlier features, significant aspects of the site, its use, and occupants which may not be available elsewhere. Although this evaluation is not necessary at every site, it may be appropriate based upon the nature of the resource and the proposed treatment recommendations.

This evaluation should be performed by an archaeologist with expertise in similar resources. It may be included as a separate section within either document or as an Appendix. Archaeological research may be phased, beginning at a less intensive level and progressing to more intensive research if important remains are revealed.

Evaluations should present the anthropological and archaeological significance of the site to date, and the process by which the determination was made. If archaeological testing or research is performed, the documentation should present the research design, methodology, field results, interpretations, and recommendations for future research. Photographs of the testing and significant findings; an artifact inventory and analysis; and a site plan identifying testing locations, known site disturbance, and archaeological features should be included. Additional figures may be necessary to clarify findings. Guidelines for the preparation of archaeological reports are available from the HPO.

Analysis of Existing Conditions Site and Landscape Evaluation

HSR	PP
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|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | Significance of landscape or site |
| <input type="radio"/> | <input type="radio"/> | Methodology of research |
| <input type="radio"/> | <input type="radio"/> | Chronology of alteration and use |
| <input type="radio"/> | <input type="radio"/> | Built features and plantings |
| <input type="radio"/> | <input type="radio"/> | Prior treatment efforts, dates, and individuals involved |
| <input type="radio"/> | <input type="radio"/> | Copies of pertinent historic documents, maps, illustrations, and photographs |
| <input type="radio"/> | <input type="radio"/> | Photographs, scaled site plan, and drawings of current conditions |
| <input type="radio"/> | <input type="radio"/> | Recommendations for future research |

If the evolution for the site or landscape is very significant or too complex to be integrated into the History of the Property, a separate section may be used to describe its evolution in either an HSR or Preservation Plan. This information, also known as a Cultural Landscape Report, should be prepared by a landscape architect or historian with demonstrated experience in historic landscapes and the preparation of planning studies.

Employing methods and resources similar to those presented for the History of the Property section, archival and physical research should be utilized to document and describe the evolution of the site to its current condition. Information should be included about individuals involved with the development of the site, their roles, construction or alteration of landscape elements or features, outbuildings, known plantings, and any areas designated for a specific use. A scaled site plan should include areas of known disturbance or potential archaeological sensitivity. The methodology used to complete the work should be stated, and areas of future research identified.

Architectural Description

(Paragraph to 5 pages per feature or area)

HSR	PP
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|----------------------------------|----------------------------------|--|
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Methodology of conducting evaluation |
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Narrative description of exterior and interior conditions |
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Identification of character-defining and significant elements and features |
| <input type="radio"/> | <input type="radio"/> | Findings from any additional research |
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Description of materials and/or features, and period of construction, installation, or modification |
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Site plans, floor plans, elevations, and sections of current conditions |
| <input type="radio"/> | <input type="radio"/> | Measured drawings of moulding profiles, significant features, hardware, mechanical elements, detail drawings, etc. |
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Recent photographs |
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Recommendations for future research |

In both an HSR and Preservation Plan, this section is intended to present the results of a detailed field research effort, and the recording of present interior and exterior conditions at the resource based upon visual observation. It should identify existing materials and features and their period of construction, installation, or modification. All elements or features which are character-defining and significant should be specifically identified to ensure retention and protection. The description is commonly organized façade by façade on the exterior and room by room on the interior. Descriptions should include discussions of current and future structural stability, present appearance and the relationship to the original intended appearance, and how the element or feature functions in regard to larger systems such as life-safety. Information should describe past and present uses of spaces, particularly if physical features are contributing. In a Preservation Plan, the description outlined above should concentrate on areas of recommended treatments.

Specific exterior and interior elements vary at each resource. Elements of landscape, structural, and building systems may be included if not presented elsewhere in the report. Architectural elements typically include:

Exterior: foundation, walls, windows, shutters, doors, hardware, bulkheads, porches, roofs, chimneys, trim, gutters, downspouts, porte-cochères, etc.

Interior: (each room)–floors, walls, ceilings, trim, windows, doors, hardware, finishes, fireplaces, stairs, cabinetry, closets. etc.

For HSRs, at a minimum, recording efforts should include scaled schematic site plans; exterior elevations; and building sections with north arrows and room, window, and door numbers as appropriate. Detail drawings should also be included to describe unique features as appropriate.

For Preservation Plans, at a minimum, recording efforts should include scaled floor plans and exterior elevations with north arrows, room, window, and door numbers. Building sections and detail drawings should be included as needed to inform areas of work and treatment recommendations.

Both HSRs and Preservation Plans should include recent overall photographs of every space and exterior façade, detailed photographs of significant or character-defining features, as well as areas of recommended treatment, referenced in the narrative. Photographs and drawings may be included as an appendix to this section or in the main Appendix. Additionally, areas for future research should be identified.

Code and Accessibility Review

HSR	PP	
●	○	Methodology of conducting evaluation
●	○	Preliminary code and accessibility review
●	○	Recommendations and alternatives for improvement
●	○	Impacts of improvement recommendations
○	○	Recommendations for variances

When completing an HSR, it is appropriate to perform a programming evaluation to preliminarily determine the necessary life-safety and accessibility alterations needed at a resource. A preliminary code and accessibility (ADA) compliance review is beneficial in addressing the impact of the proposed treatment philosophy, use, and interpretive programs on the resource. In a Preservation Plan, this is an optional section that is often necessary to support proposed recommendations.

In general, code requirements for older buildings tend to be more flexible than for new buildings. Areas that can be evaluated during a code review include life-safety regulations, energy conservation, occupancy, structural issues, fire resistance, and accessibility needs.

Typically, if the resource will undergo a change in use or if it will be relocated, code requirements tend to be more stringent. Additionally, many older buildings are not accessible to individuals in wheelchairs. Reviews should address areas of non-compliance, suggest means of improvement while minimizing the impact on significant fabric, and identify items for which variances should be sought. This information can be presented in a separate section or integrated into the Room/Feature Recommendations.

Structural Evaluation

HSR	PP
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|----------------------------------|-----------------------|--|
| <input checked="" type="radio"/> | <input type="radio"/> | Significance and description of structural system |
| <input checked="" type="radio"/> | <input type="radio"/> | Methodology of conducting evaluation |
| <input checked="" type="radio"/> | <input type="radio"/> | Chronology of alterations |
| <input checked="" type="radio"/> | <input type="radio"/> | Existing conditions of the structural system |
| <input checked="" type="radio"/> | <input type="radio"/> | Capacity to adequately support recommended treatment, use, and interpretive programs |
| <input type="radio"/> | <input type="radio"/> | Diagrams of earlier structural systems |
| <input type="radio"/> | <input type="radio"/> | Prior treatment or remedial efforts |
| <input type="radio"/> | <input type="radio"/> | Drawings and photographs of existing conditions |
| <input type="radio"/> | <input type="radio"/> | Recommendations for future research |

A structural evaluation should be included in an HSR, and may be necessary in a Preservation Plan to determine the condition or load-bearing limits of an existing building or structure as conditions or recommendations warrant. In a Preservation Plan where a structural evaluation is not warranted by physical conditions or a proposed undertaking, a general description of the structural system should be included, either as a separate section or integrated into the architectural description.

A structural engineer with demonstrated experience with historic resources should perform a structural evaluation. This information may be incorporated into the Architectural Research section, as a separate section, or as an Appendix.

Information should be based upon archival and physical research, in the manner described in the History of the Property. It should include the methodology for completing the work, all calculations based on which the conclusions are based, and describe the structural evolution of the resource to its current condition.

Systems to be evaluated include foundations, vertical and horizontal support, and the impact of outside forces such as subsurface conditions. The existing structure should be evaluated for integrity, intactness, damaged or deteriorated conditions, and the capacity to adequately support the recommended use and treatment. Areas requiring remedial work to prevent structural failure or a hazardous condition and recommend areas for future research should be identified. Photographs, drawings, or sketches to support findings should also be included.

Building Systems Evaluation

HSR	PP
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|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | Mechanical engineer's report |
| <input type="radio"/> | <input type="radio"/> | Assessment of environmental conditions |
| <input type="radio"/> | <input type="radio"/> | Electrical engineer's report |
| <input type="radio"/> | <input type="radio"/> | Plumbing engineer's report |
| <input type="radio"/> | <input type="radio"/> | Security report |
| <input type="radio"/> | <input type="radio"/> | Fire protection engineer's report |
| <input type="radio"/> | <input type="radio"/> | Communications, computer networking, and applicable technological improvement studies |
| <input type="radio"/> | <input type="radio"/> | Recommendations for future research |

This section is optional for both HSRs and Preservation Plans, although recommended to support proposed improvements or existing conditions as warranted. This section, typically prepared by qualified engineers, documents the mechanical, electrical, lighting, plumbing, security, fire protection, communications, and computer networking systems at the resource based on archival and physical evidence.

Each engineer on the project team should have demonstrated expertise and work with historic resources. This is particularly true of mechanical engineers whose recommendations can be invasive to historic fabric. Additionally, in instances in which the resource will be converted to a museum, or where climate control is critical, an assessment

of environmental conditions is warranted to understand the impacts of proposed systems on historic building fabric, and to inform potential areas of energy conservation. A building systems assessment should include an analysis of earlier systems used at the resource and an evaluation of current conditions.

For each report, the preparation methodology should be stated as well as recommendations for future research. Each report should also include photographs, drawings, sketches, and test data appropriate for the discipline and to substantiate recommendations. Although information in this section is not always necessary, it is often helpful when existing systems are inadequate or when modification or installation of new systems are proposed which would have a dramatic effect on the building fabric.

This information may be included in this separate section, or as an Appendix.

Materials Analysis

HSR PP

- ○ Paint analysis
- ○ Mortar analysis
- ○ Other materials analysis
- ○ Photographs
- ○ Recommendations for future research

This section should describe specific building materials, their characteristics, and composition. The types of analysis should be tailored to suit the needs and recommended treatments at each property, and most typically are limited to paint and mortar analysis. Other, less frequently-tested materials include hazardous materials, concrete, wood, masonry, and metals.

In HSRs, paint and mortar analysis should be provided to the extent that is useful in defining

a resource's history and the effects of treatment recommendations. Further paint analysis may be recommended if the importance of the finishes warrant. Mortar analysis should include sufficient information to match the color, texture, and tooling of mortar from the period of significance. In Preservation Plans, paint, mortar, and other materials analysis may be necessary to support proposed recommendations. If appropriate analyses are not completed in conjunction with the Preservation Plan, they should be recommended for completion prior to applicable construction activities.

Individuals with demonstrated expertise may perform tests and analysis either in the field or in a laboratory. Before and after photographs should be taken, particularly in areas where building fabric will be removed or altered. The results and presentation of test results will vary greatly, but they should state the methodology of the analysis to the extent possible, identify causes of failures, and should make recommendations for treatments.

Information may be presented in a separate section or as an Appendix.

Part II. Treatment and Use

Treatment Philosophy

(1-3 pages)

<u>HSR</u>	<u>PP</u>	
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|---|---|--|
| ● | ● | Statement of recommended treatment philosophy(s), and boundaries as appropriate, including an appropriate period significance for the resource |
| ● | ● | Advantages and disadvantages of alternative treatments |
| ● | ● | Statement of potential impacts of recommendation |
| ● | ● | Rationale for proposed treatment recommendation |
| ● | ● | Substantiation for treatment philosophy |
| ○ | ○ | Plans or elevations delineating boundaries of areas of treatment if more than one treatment is proposed |

In both HSRs and Preservation Plans, the treatment philosophy should be a concise statement of the importance and recommended treatment with substantiation based upon accurate historical information and existing conditions, and supporting the interpretive goals of the property if applicable.

This section should also state the potential impacts of the recommendation and explore the advantages and disadvantages of alternatives as appropriate to justify the recommendation. All recommendations should maximize retention of historic character, minimize the loss of historic fabric and meet the Standards. Typically, the best recommendations are those which necessitate the least disturbance of existing fabric. If dramatic changes are proposed, particularly in a restoration or reconstruction project, documentation and physical exploration supporting less invasive recommendations should be presented.

Specific references should be provided describing how the remaining features support the recommendation, with references to existing conditions

photographs. In an HSR, the recommended treatments can include preservation, rehabilitation, restoration, or reconstruction of an area or feature. A Preservation Plan, however, usually recommends preservation or rehabilitation of an area or feature. Typically, most projects are a combination of treatments designed to make a property usable for a modern function. If more than one treatment is recommended for a property, sufficient information should be provided to substantiate the recommendation, and the boundaries of each area of treatment specifically described. Annotated plans or elevations may be necessary to delineate areas of treatment.

Use and Interpretation of the Resource

(1–10 pages)

HSR	PP
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|---|---|--|
| ● | ● | Proposed and recommended use |
| ● | ● | Impact of proposed use on historic fabric, systems, and the surrounding site |
| ● | ● | Reasoning for capital project |
| ○ | ○ | Interpretive programs |
| ● | ● | Ownership, stewards, and interpretation |

This section, in both HSRs and Preservation Plans, should describe the proposed and recommended use and its potential impact on the resource. The recommended use will be guided by the potential impact on the resource, and in a few cases, may be different from what was originally proposed by owners or stewards. The discussion should address recommendations for the mechanical and structural systems as well as site improvements.

This section should also describe interpretation programs and the availability of the resource to the public as a cultural artifact. It should attempt to describe why a capital project should be undertaken, and who will gain or benefit from the undertaking.

Some of the possibilities for interpretation of public resources include guided or self-guided tours, educational programs, films, living history enactments, workshops, museum exhibits, and signage or site markers. The resources can also be utilized in a semi-private or private capacity such as an office or residence with little or no interpretation programs. This section should also address issues of ownership, stewards, and individuals or organizations responsible for interpretive programs. The information in this section can be incorporated into other sections or presented separately. However, at minimum, this information should be summarized under a separate heading.

Room/Feature Treatment Recommendations

(Minimum of a paragraph per identified room or feature)

HSR	PP
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|---|---|--|
| ● | ● | Recommended treatment for each area, material, element, or feature with reference to existing conditions documentation |
| ● | ● | Statement of potential impacts of recommendation |
| ○ | ○ | Supporting schematic drawings, floor plans, or elevations to describe intent as necessary |

This section should be included in both HSRs and Preservation Plans, although in the latter concentration should be placed on areas of proposed treatments with some level of notation for the remainder of the rooms or features.

This section should identify recommended treatment(s) for each space, area, material, element, or feature, and can include site and landscape recommendations unless presented elsewhere. All recommendations should be based upon existing conditions, interpretation objectives, be in conformance with the Standards, and consistent with the overall treatment philosophy. They should address the physical fabric, programmatic needs, as well as the aesthetic or interpretive goals. All recommendations should comply with code and ADA requirements to the greatest extent possible, while minimizing disturbance or loss of historic fabric or significance.

For each recommendation, the potential impacts should be stated and alternatives explored as appropriate to justify the recommendation. If any alternate or interim recommendations are made due to cost constraints, this work should be reversible to allow the preferred treatment approach to be implemented in the future.

Reference to photographs, diagrams, reports, etc. and existing conditions documentation should be included as appropriate within the narrative. Additionally, schematic drawings, floor plans, or elevations may be necessary to fully illustrate intent of proposed work or new features. This information can be included after each physical description or as a separate section. If integrated with physical description, a brief summary of recommendations should be included under a separate heading.

Furnishings & Interior Decoration Recommendations

HSR PP

- Furnishings recommendations
- Interior decoration recommendations

This section is applicable to restoration and reconstruction projects. As such, it is typically limited to HSRs, although not usually a component of an HSR.

Furnishing or interior decoration recommendations may be included by the consultant as a separate section or in the room descriptions as information becomes available during their research. This information can be very helpful in addressing interpretation issues where restoration or reconstruction is the recommended treatment approach.

Typically, furnishings or interior decoration items include any item not permanently attached to the wall, ceiling, or floor surface and would not include paint or wallpaper. If a more extensive review of furnishings and interior decoration is desired, a separate document, known as a Historic Furnishings Report, should be undertaken for the resource. All recommendations should be based upon documented research.

Prioritization and Cost Estimate

(2-10 pages)

HSR PP

- Prioritized list of recommendations
- Preliminary cost estimate for all recommendations
- Identification of needed research and testing and estimated costs for its completion
- Identification of excluded work items

In both HSRs and Preservation Plans, the treatment recommendations should be prioritized and a preliminary cost estimate for the implementation of the recommendations at the resource should be provided. Priority should be given to features responsible for the safety of individuals and the protection of the integrity of the resource to prevent further deterioration. Following that, features of higher architectural and/or historical significance should be considered.

The work can be presented in phases, grouping more critical and/or similar areas of work, and establishing short- and long-term implementation goals. Recommendations that require a specific sequence or are sensitive to weather conditions to minimize loss or possible deterioration of historic fabric should be noted. Recommendations for additional research or testing, the sequence and potential costs associated with that work should also be identified. All work items that are excluded from the analysis should be identified, such as abatement of asbestos or other hazardous materials.

This section will be utilized by the owners and stewards as a guide for resource improvement. It is also important to remember that their technical expertise may be limited, and that this section will be the basis for the hiring and guiding of future design professionals, research services, testing consultants, and contractors to perform the recommended work.

Cost analysis information should be presented in a format acceptable to applicable funding agencies.

Maintenance Plan

HSR	PP
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|---|---|--|
| ○ | ○ | List of routine and cyclical maintenance items and corresponding time or intervals |
| ○ | ○ | List of routine and cyclical inspections and appropriate time or intervals |
| ○ | ○ | List of materials, cleaning methods, and cleaning intervals |
| ○ | ○ | Computerized inspection checklist |
| ○ | ○ | Maintenance and work description forms |
| ○ | ○ | Format for inspection and repair logbook |

General maintenance should be a regular part of any historic site. Lack of regular upkeep, such as cleaning of gutters, can make an enormous difference in the acceleration of deterioration. To assist owners and stewards in understanding the level of effort needed and the best methods for upkeep, a maintenance plan is strongly encouraged for either an HSR or a Preservation Plan.

Although a maintenance plan is an optional component, it can provide informed guidance in minimizing the deterioration of a resource, its features, and finishes. It establishes maintenance guidelines for each type of material utilizing the gentlest means (as established by research through controlled and isolated testing of various methods), and identifies necessary materials and equipment to perform the work.

Although it is not possible to anticipate repairs based upon unforeseen conditions or events, the maintenance plan should describe items or areas of work which necessitate attention or action at regular cyclical intervals. This allows the owner or steward to anticipate and budget for the work prior to the onset of costly and irreversible deterioration of historic fabric.

This section may include an informal inspection program that can be performed by the owners or stewards, and should identify those inspections that should be performed by professionals on a regular basis that are either more technical or hazardous. “Checklists” can be developed, preferably a computerized system, to be completed at the time of the inspections as well as a standard form to describe maintenance and other work performed. This information can then be entered into a database and bound in a log at the site.

Areas of damage should be photographed when first observed by the owner or steward, with the date noted. Additionally, regular photography—including before, during, and after photographs of work areas—should be strongly encouraged.

Part III. Record of Treatment

This section addresses a later stage of the documentation process as the recommended preservation or capital improvement projects or additional research are completed at a resource. As such, it may not be included in the scope of work for the initial preparation of an HSR or Preservation Plan, but it can be extremely beneficial if prepared soon after any work is completed. It would be appropriate for this section to be compiled by a project architect, consultant, site manager, owner, or project representative. It should be viewed as a continuing and additive process, allowing all information to be stored in one place, and giving future users the benefit of learning from earlier efforts.

Physical Project Completion Report

HSR PP

- ○ State the intent of each physical improvement project
- ○ Identify how the work was approached and the means of accomplishing the work
- ○ Identify individuals involved in the completion of the work, including staff, volunteers, design professionals, and construction firms and supervisors
- ○ Identify the various phases of the project and the results, costs, and duration of each phase
- ○ Identify any discoveries or confirmations of assumptions resulting from the undertaking
- ○ Photograph areas affected by work before, during, and after project
- ○ Construction drawings and specifications; as-built drawings; submitted intervals including drawings, samples, material data sheets, color samples, and cut-sheets
- ○ Field notes, project correspondence, project schedule with any revisions
- ○ Contract information with design professionals and contractors, project financial accounting information

At many historic resources, information pertaining to relatively recent construction-related projects could be as hard to decipher as work that took place one hundred years ago. This is due in a large part to the improper storage of records related to construction projects. This is true of both “informed” preservation projects, as well as “haphazard” or “reactionary” improvements. As a result, it is difficult to learn from the successes and failures of these prior efforts.

This section is highly recommended for each physical improvement project related to either an HSR or Preservation Plan. It acts as a means for future owners and caretakers to take full advantage of physical improvements by maintaining a complete record of all construction-related activities. This can assist in the understanding of how and why

certain decisions were made; any limitations, physical, financial, or otherwise; the specific locations of concealed work such as piping or electrical lines, and problems encountered.

Additional Information

HSR PP

- ● Annotated Bibliography

In both HSRs and Preservation Plans, the bibliography can serve a dual purpose, both identifying resources that were referenced in the document and those that may warrant future research. All information included in the bibliography should be annotated to include the source’s repository or location and the types of entries, except for materials known to be widely available. Bibliographic references should also be included for all maps, archival documentation, personal communications (including oral histories), and any other pertinent documentation. If sets of drawings, such as construction documents, are referenced, individual sheet numbers and titles should be identified.

Glossary

HSR PP

- ● Glossary of terms

In either an HSR or Preservation Plan, it may be helpful to define terms that may be unfamiliar or confusing to users without training or expertise in the field of historic preservation. Definitions of preservation treatments should be those found in The Secretary of the Interior’s Standards for the Treatment of Historic Properties. If a secondary definition is provided or dictionary utilized, provide applicable bibliographic references.

Appendices

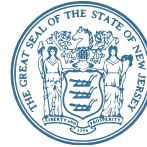
HSR	PP
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|---|---|--|
| ● | ● | RFP or scope of work statement |
| ● | ● | Updated Individual Intensive Survey Form, complying with HPO Architectural Survey Guidelines (paper and electronic copy) |
| ○ | ○ | Prior and/or revised National and New Jersey Register Nominations forms, if completed |
| ○ | ○ | Prior Individual Intensive Survey Form, if completed |
| ○ | ○ | Copies of available historic documents, maps, illustrations, and photographs (if not included in the main narrative) |
| ○ | ○ | Transcripts of interviews |
| ○ | ○ | Measured drawings of current conditions: architectural, engineering, etc. (if not included in the main narrative) |
| ○ | ○ | Photographs of current conditions (if not included in the main narrative) |
| ○ | ○ | Landscape architect's evaluation |
| ○ | ○ | Archaeological report |
| ○ | ○ | Structural evaluation (if not included in main narrative) |
| ○ | ○ | Engineer's evaluations |
| ○ | ○ | Paint and mortar analysis (if not included in main narrative) |
| ○ | ○ | Other materials analysis reports (e.g., dendochronology, moisture content, etc.) |
| ○ | ○ | Code and ADA review |
| ○ | ○ | Financial planning or fundraising activities recommendations |
| ○ | ○ | Professional services contracting guidelines for future consulting work |
| ○ | ○ | Other relevant reports or information as appropriate |

The appendices should be utilized to provide supporting documentation for any and all sections of the HSR or Preservation Plan. The amount of information available and supporting documentation will vary greatly for each project. Any information that is indicated as representing the minimum recommendation for each section for each type of document should be included within either the main text or as an appendix, as appropriate.

Notes

Notes



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