

WORK WRITE-UP:

The following checklist is provided for your convenience. It is not an application and may not be submitted as an application, but it is merely intended to provide a list of probable work items and sample descriptions. Use the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Interpreting the Standards* for addition items.

Please make sure to cover such interior features as mantles, baseboard, doors, trim, decorative plaster, etc. should be retained in place. Where this is not possible because of removal of walls, please state how these features will be reused within the building or stored for future repair work. (Plaster may not be removed from masonry walls/for the sole purpose of exposing the masonry as decorative interior finish. Exposing brick that was never exposed will cause your project to be denied.)

EXAMPLES

The following examples are samples of how work write-ups can be written and reformatted into word processor generated forms. Each project is evaluated individually and what is permitted on one project may not necessarily be permitted on another.

<u>Describe existing feature and its condition</u>	<u>Describe work and impact on existing feature</u>
<i>Exterior</i> <u>foundation</u> is crumbling or is non-existent	repair and rebuild piers; level; replace joists and sills to support structure
<u>weatherboards</u> , are cupped and or missing.	repair; repair/replace with new to match where noted
<u>porch</u> is in deteriorated condition. Posts/columns are missing, steps are broken.	repair posts/columns, steps, brackets, ceiling, decking, balustrades, handrail, balusters; replace _____ to match with _____;
<u>window</u> sash and frames are loose on 30% of the windows; glazing beading has dried out	repair original windows. Replace in-kind all sills, muntins, frames, sash, etc. Replace window frames and sash to match. See attached window survey, shop drawings and existing sections and profiles.

exterior <u>doors</u> are missing or falling apart	repair existing original doors; replace missing doors to match original; add _____ (type) as indicated on plans.
<u>shutters</u> are missing	repair; replace to match existing.
<u>paint</u> is peeling and alligating.	clean, scrap, sand, prime and paint exposed wood surfaces. (Do not paint unpainted masonry; do not sand blast any surface; do not pressure wash any surface over 300 psi; do not substitute water blasting for sanding.)
<u>trim</u> is missing	repair; replace to match existing; add _____ (type) as indicated on plans.
<u>roof</u> is in deteriorated condition	repair frame; repair roofing; repair in-kind replacing with _____.
<u>gutters</u> , down spouts are leaking and water is penetrating masonry/wood	repair; replace with new gutters to match existing
<i>Interior</i> <u>plaster</u> is cracked, large sections are missing and has water damage	repair plaster; adding skim coat; replace with gypsum board no thicker than original
<u>wallpaper</u> is peeling	remove old wallpaper and canvas, saving samples of old wallpaper; hanging new wallpaper
<u>floors</u> are uneven, and has been covered with carpeting	remove carpeting; refinish wood floors; add tile, slate and vinyl in kitchen and bathrooms;
<u>millwork</u>	repair all trim, mantles, doors; replacing deteriorated doors/trim/mantles in kind or to match existing.
<u>partition walls</u>	removing non-historic partition walls per plan. Adding new partitions per plan. (Do not remove any partitions before discussing with SHPO office; historic front rooms must be left intact.)
<u>paint</u> is peeling from trim and walls	scrap, prime, and repaint trim and repaint walls. (Painted wood should remain painted and unpainted wood should be left natural.)

kitchens and baths fixtures are broken

adding new fixtures to meet code per plan; repairing cabinets, etc.; installing handicap grab bars

HVAC, electrical and plumbing systems to not meet code

rewire and replumb to meet code; adding new lighting fixtures, hot water heaters, and heating systems; adding new ductwork into the attic and under the floor per plan.

Additional Items for Commercial Buildings

Exterior exterior wall of building has accumulations of dirt and peeling paint

cleaning building with low pressure wash with _____; removing paint from brick with _____;

masonry joints are deteriorated and water is penetrating the joints

repointing mortar with appropriate mortar mix, replacing deteriorated brick to match existing;

storefront was replaced sometime in the past

repairing existing storefront; removing non-historic storefront and replacing with new compatible storefront; installing new storefront matching historic photograph; installing new aluminum storefront with baked enamel finish to match typical historic storefront configuration;

transom windows are broken and or missing

repairing existing transom; installing new transom to match original configuration;

front door has been replaced

repair existing door; replacing existing door to match original/typical; rehang existing door to meet code;

contemporary sign is incompatible building

installing wood/metal signs in facade as shown on sign board/elevation;

handicap ramp

installing handicap ramp per code to access building

awning is torn and broken

repair awning; install awning typical of the period;

a second means of egress is needed per code

installing new fire stair per drawings

elevator is out of date and does not meet code

installing new elevator cab as per plans

partition walls

installing new partition walls to create new apartments/office units per plan

atrium

creating atrium per plan and elevation (atriums are not permitted in commercial building or small warehouse space that currently has visible lighting)

existing skylights are covered over

remove covering around skylights; repairing deteriorated material; adding new skylights per plan; (Skylights must not be visible from the street)