

COLORADO HISTORICAL SOCIETY
STATE HISTORICAL FUND

**HISTORIC STRUCTURE ASSESSMENT
ANNOTATED SCOPE OF WORK
January 2008**

This ten-page handout, which includes the *Annotated Scope of Work* and the related *Choosing The Appropriate Treatment*, was developed to assist grant applicants, building owners, and consultants in collecting and organizing the information needed to develop a comprehensive plan for the preservation, rehabilitation, or restoration of a historic property. The annotated scope of work explains more fully the requirements for completing a Historic Structure Assessment.

The Scope of Work included in the application packet is required. A complete Historic Structure Assessment, as funded by the Colorado State Historical Fund (SHF), contains information in narrative form and reflects a *comprehensive* understanding of the condition and needs of a historic building, structure or resource. The historic character and significance, specific features, elements and spaces, the intended use, existing conditions, and necessary level of intervention will dictate the amount of information contained within any given assessment. Photographs and illustrations are expected to be included in order to augment narrative descriptions.

The Historic Structure Assessment must be prepared by an architect or a structural engineer working under the direct guidance of an architect. Other guidelines include:

- Architect or structural engineer must be the primary consultant on the project.
- Architect and structural engineer if applicable, must be licensed in the state of Colorado.
- Architect and structural engineer must be familiar with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Architect, and structural engineer if applicable, is required to attend an initial on site consultation with a State Historical Fund Historic Preservation Specialist at the commencement of the grant contract.

Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians and cost estimators may also be members of the assessment team.

Historic Structure Assessment reports are on file in the SHF office for reference. If you would like to review any of these, or if you have any questions, please contact a preservation specialist at 303.866.2825.

Applications for Historic Structure Assessments are accepted at any time during the year. These grants are available for \$10,000 or less. If the applicant can justify the need to hire additional consultants such as engineers, archaeologists, historic preservation consultants, contractors, historians or cost estimators an additional amount up to \$5,000 can be awarded at the discretion of the State Historical Fund.

Historic Structure Assessments may cost more or less depending on the size and complexity of the building or structure. If the cost to perform a Historic Structure Assessment is more than \$10,000 (or more than \$15,000 if other expertise is required and justified as stated above) the difference must be made up by the applicant, or the applicant may submit a General Grant application during the April 1 or October 1 deadlines. Although a cash match is not required for these grants it is strongly encouraged. It is unlikely that grants for properties owned by private individuals or for-profit entities will be made in the absence of a substantial cash match (i.e. less than 50%). State Historical Fund funds can not be used to cover indirect or grant administration costs.

See the most current version of the Grant Program Guidelines for more information on application and funding criteria for Historic Structure Assessments.

ANNOTATED SCOPE OF WORK

i. Cover Page
Always include the State Historical Fund Project Number.

ii. Table of Contents
Please number pages in the report.

1.0 INTRODUCTION

1.1 RESEARCH BACKGROUND / PARTICIPANTS

Discuss the purpose of the project and describe the process taken to complete the report

List consultants involved in preparing the report.

Note weather condition(s) experienced during all field (site) visits.

Note funding partners.

Include the required CHS / SHF acknowledgment.

1.2 BUILDING LOCATION

Site plan
Legal description
Vicinity map

Site plans should display all of the improvements, features, and landscape elements within the boundaries of the property, including utilities service locations, if present.

Indicate a north arrow.

2.0 HISTORY AND USE

The research and analysis of the structure's history and use determines the basis for the treatment recommendations prescribed in the assessment section of the report.

Potential sources for information:

State, federal or local register nominations of historic properties, Historic photographs, Historic plans/specifications, Oral histories or interviews, Colorado Historical Society's Steven H. Hart Library, Denver Public Library's Western History Collection, local (county) assessor's offices, local library history collection.

2.1 ARCHITECTURAL SIGNIFICANCE AND CONSTRUCTION HISTORY

Briefly describe the structure's architectural style, including character-defining interior and exterior features and spaces. Include a brief chronology of additions and alterations to the original structure and discuss past and current use(s) in relation to these modifications.

Note whether or not the building is listed on the National, State or Local Register.

Include historic photographs of the structure's exterior and interior, if available.

Excerpt portions of referenced documents that are relevant to the building/resource.

This information provides the basis for recommendations for appropriate treatments and design of suitable modifications for new use.

2.2 FLOOR PLAN

The structure(s) should be graphically represented in accurate proportions. This plan should be drawn with measurements, but it is not required to be drawn to scale.

Label individual rooms for reference within the narrative of Section 3.0

Denote and identify within the sketch plan or illustrations significant spaces and/or spatial relationships.

Illustrate the existing condition vs. the historic condition.

Include copies of original drawings if they are available.

Indicate a north arrow.

2.3 PROPOSED USE(S)

Discuss any proposed use(s), including the functional needs and potential impact to the existing structure, and evaluate whether or not the intended use is appropriate for the structure in accordance with The Secretary of the Interior's *Standards*.

3.0 STRUCTURE CONDITION ASSESSMENT

In narrative form, describe, evaluate, and make recommendations for the elements, features or spaces of the historic building/resource within the appropriate section. Things that are “right” with the historic resource/building don’t need lengthy attention; state that they were examined and found to be O.K. Things that are “wrong” need to be analyzed in detail for both cause and effect.

Describe each element, feature or space(s).

Pay particular attention to surviving significant and original elements, features, and spaces.

Include even small elements such as hardware, lighting, and security.

Evaluate each element, feature or space(s) in terms of their existing condition, current state of repair, and integrity, utilizing the following terms:

Good Condition:

It is intact, structurally sound, and performing its intended purpose.

There are few or no cosmetic imperfections.

It needs no repair and only minor or routine maintenance.

Fair Condition:

There are early signs of wear, failure, or deterioration, although the feature or element is generally structurally sound and performing its intended purpose.

There is failure of a sub-component of the feature or element.

Replacement of up to 25 percent of the feature or element is required.

Replacement of a defective sub-component of the feature or element is required.

Poor Condition:

It is no longer performing its intended purpose.

It is missing.

It shows signs of imminent failure or breakdown.

Deterioration or damage affects more than 25 percent of the feature or element and cannot be adjusted or repaired.

It requires major repair or replacement.

Recommend treatments, for each element, feature or space(s), based on (1) the evaluation of existing conditions and, (2) the significance or importance of the building and its associated features and elements.

Clearly explain and substantiate recommended treatments within the context of the selected treatment approach. Provide sufficient information and analysis to aid in the preparation of construction documents. Destructive investigation is acceptable as a means of obtaining information, but is not required.

Study and provide alternative solutions when the needed remedy conflicts with the recommendations in The Secretary of the Interior's Standards. Consult "Preservation Briefs" and "Tech Notes" for potential solutions and alternatives.

Consider the future welfare of the building/ resource, as well as the practicality of maintenance, when recommending treatments.

Do not present the quickest, easiest, or most economical solution as the only recommendation.

3.1 SITE

Associated landscape features

Parking

Archaeology

In order to properly address potential archaeological concerns due to ground disturbance activities, it is suggested that an archaeological consultant be contacted in order to obtain a general cost estimate and scope of work. Archaeological monitoring is required by a number of state and federal regulations when any ground disturbance results from preservation activities.

3.2 FOUNDATION

Foundation systems

Perimeter foundation drainage

3.3 STRUCTURAL SYSTEM

General structural system description

Floor and ceiling systems

Roof framing system

3.4 ENVELOPE - EXTERIOR WALLS

Exterior wall construction

Exterior finishes

Exterior masonry

Exterior appendages—porch, stoop, portico, etc.

3.5 ENVELOPE - ROOFING AND WATERPROOFING

Roofing Systems

Sheet Metal Flashing

Drainage System, Gutters and Downspouts

3.6 WINDOWS AND DOORS

Doors

Windows

Hardware

Trim

Finishes

- 3.7 INTERIOR FINISHES
 - Wall Finish Materials
 - Ceiling Finish Materials
 - Floor Finish Materials
 - Trim and built-ins
- 3.8 MECHANICAL SYSTEMS
 - Heating/air-conditioning
 - Ventilation
 - Water Service, Plumbing, and Sewer Utilities
 - Fire Suppression—sprinklers
- 3.9 ELECTRICAL SYSTEMS
 - Electrical Service and Panels
 - Electrical Distribution System
 - Lighting
 - Fire Detection System
 - Security Alarm System

4.0 ANALYSIS AND COMPLIANCE

In-depth code review and materials analyses may be completed for the structure. However, at a minimum, general observations on each of the following are required, and should be based on the information in Section 2.0, History and Use, and Section 3.0, Structure Condition Assessment.

4.1 HAZARDOUS MATERIALS

Provide observations of likely sources (i.e. lead paint, asbestos); materials testing is recommended.

4.2 MATERIALS ANALYSIS

Suggest further testing necessary for creation of specifications, i.e., paint, mortar, masonry, finishes.

4.3 ZONING CODE COMPLIANCE

Identify potential conflicts between zoning requirements and the proposed use(s).

4.4 BUILDING CODE COMPLIANCE

List the code(s) referenced. Consider alternate codes (UCBC) and possible variances. Identify potential conflicts between applicable building codes and retention of historic elements, features, materials and spaces.

4.5 ACCESSIBILITY COMPLIANCE

Identify potential conflicts between ADA Accessibility Guidelines and the building's historic integrity.

5.0 PRESERVATION PLAN

The Preservation Plan should take the recommended treatments prescribed in section 3.0 Structure Condition Assessment and **prioritize** the work into a logical order. This order should rank the most

urgent work, such as deterioration, structural weakness, and/or life safety issues over less urgent repairs.

All recommended treatments should be included in the Preservation Plan.

In Preservation Plans, first priority should be given to the needs of the historic building/resource.

Programmatic needs of building owners and/or clients need to be represented as secondary priorities.

5.1 PRIORITIZED WORK

Recommended Treatments for elements, features or space(s) should be prioritized and identified utilizing the following terms:

Critical Deficiency:

Advanced deterioration has resulted in failure of the building feature or element or will result in its failure if not corrected within two years, and/or

Accelerated deterioration of adjacent or related building materials has occurred as a result of the feature or element's deficiency, and/or

The feature or element poses a threat to the health and/or safety of the user, and/or

The feature or element fails to meet a legislative requirement.

A Serious Deficiency:

Deterioration, if not corrected within two to five years, will result in the failure of the building feature or element, and/or

The feature or element may pose a threat to the health and/or safety of the user within two to five years if the deterioration is not corrected, and/or

Deterioration of adjacent or related building materials and/or systems will occur as a result of the deficiency of the feature or element.

Minor Deficiency:

Standard preventive maintenance practices and building conservation methods have not been followed, and/or

A reduced life expectancy of affected or related building materials and/or systems will result, and/or

A condition exists with long-term impact beyond five years.

5.2 PHASING PLAN

If work is to be completed in more than one phase, propose a logical and sequential phasing plan.

Phased plans for construction need to consider mobilization, seasons, construction sequencing, protection of building, and current uses.

5.3 ESTIMATE OF PROBABLE COST OF CONSTRUCTION

Dated cost estimates should reflect the current market and include a percentage cost increase to account for inflation if the project is phased or delayed.

6.0 PHOTOGRAPHS AND ILLUSTRATIONS

Historic and current photographs and illustrations should be provided within the narrative or in a separate section to further describe and document the historic and existing conditions and to assist in developing an understanding of the needs of the structure.

Provide comprehensive and "readable" photographic documentation.

*Provide at least one view of each building elevation.
Include clear pictures of all conditions and deficiencies that need to be remedied.
Make specific references to the numbered photographs for each deficiency or include the photographs in the text of the report.*

7.0 BIBLIOGRAPHY

List all consulted sources. All the sources you have utilized should be listed alphabetically following a recognized bibliographic style (e.g. Chicago Manual of Style/Turabian, Modern Language Association (MLA), American Psychological Association (APA)).

Indicate if the consulted sources did, or did not, contain pertinent information.

8.0 APPENDICES

DRAWINGS, MISC.

Schematic, design development, construction drawings, or measured drawings may be included in addition to the sketches provided under Section 2.2, but are not required.

CHOOSING THE APPROPRIATE TREATMENT

The Secretary of the Interior's Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the *Standards* provide philosophical consistency to the work.

FOUR TREATMENT APPROACHES

Preservation places a high premium on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

Rehabilitation emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it assumes that the property has suffered more deterioration prior to work. (*Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.*)

Restoration focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

Reconstruction establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

Other Considerations: Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well taking into account:

Relative importance in history. Is the building a nationally significant resource—a rare survivor or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks may warrant a different treatment approach than buildings that contribute to the significance of a historic district but are not individually listed on the National Register.

Physical condition. What is the existing condition—or degree of material integrity—of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Are distinctive materials, features, and spaces essentially intact and convey the building's historical significance? Are alterations or additions necessary for a new use? These key questions play a major role in determining what treatment is selected.

Proposed use. Will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.

Mandated code requirements. Code requirements will need to be taken into consideration. But if hastily or poorly designed, a series of code-required actions may jeopardize a building's materials as well as its historic character. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should be designed to minimize material loss and visual change to a historic building.

TERMS AND DEFINITIONS

As-built drawings: produced after completion of the structure showing how it was actually built by incorporating changes that were made as construction progressed. Alterations made to the structure in subsequent years should be clearly identified as later changes.

Character-defining feature: a prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, elements, objects, vegetation, spatial relationships, views, furnishings, and decorative details and materials may be such features.

Construction documents: Drawings, Plans, Technical Specifications, Addenda, Supplemental Instructions and Change Orders created by an architect that set forth in detail requirements for the construction of the project.

Design development drawings: produced to work out details, aesthetics, dimensions, and estimated probable costs for construction or manufacture. They often include detail drawings of design features.

Element: may be an architectural feature, structural component, engineering system, or a functional requirement.

Existing condition drawings: produced to record the configuration, physical fabric, and conditions of a structure at a given point in time. They are often produced as the first step in a project.

In-kind: in the same manner, with the same material, or with something equal in substance creating a similar or identical appearance or effect.

Material: the physical elements that were combined or deposited to form a property. Historic material or historic fabric is that from a historically significant period, as opposed to material used to maintain or restore a property following its historic period(s).

Period of significance: the length of time when a property was associated with important events, activities, or persons, or attained the characteristics that qualify it for historic designation.

Preservation: the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a building, site, structure, or object.

Reconstruction: 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. Should be based on documentary or photographic evidence.

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

Research design: a statement of proposed activities (identification, documentation, evaluation, investigation, or other research) that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments. The research design is specific to each project.

Restoration: the act or process of accurately depicting the form, features, and character 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.

Schematic design drawings: also known as conceptual drawings, they are diagrammatic drawings of the essential elements of a design; they are not used to estimate costs.

Sketch Plan: site plan or building plan drawn with measurements but often not to scale, although the structure and site features should be represented in accurate proportions.

Treatment recommendation: based on *The Secretary of the Interior's Standards*. The degree of intervention recommended depends on the existing condition of the element and its significance or importance to the property.

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