

Individual Maintenance Plan - TEMPLATE

Photographs of the specific building that illustrate its characteristics and maintenance concerns should be inserted throughout the individual plan in order to better inform the reader about the building and provide visual interest.

Introduction

Give the building's official name.
Include such information as

- Where is the building located?
- Who designed it? (if known)
- Why is the building significant?

Historic Significance

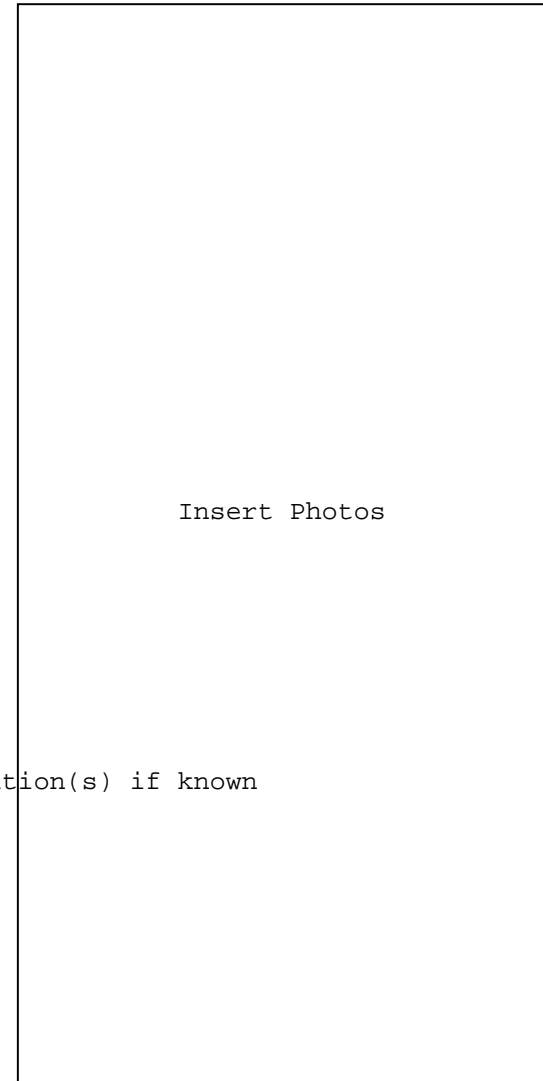
This section should include the following summary information:

- General description, significant/character-defining features
- General history:
 - The reason building was first constructed - who owned it?
 - Significant facts of construction, design, subsequent history
- General program as first constructed
- Description of current use
- Historic designation information, if applicable
- Significant changes made to building, including date(s) of alteration(s) if known

Building Timeline

Include important events in building's history, such as:

- Date(s) of construction
- Relevant community events
- Dated alterations/additions
- Date of designation, etc.



Present the timeline in the following format:

YEAR Event

Program

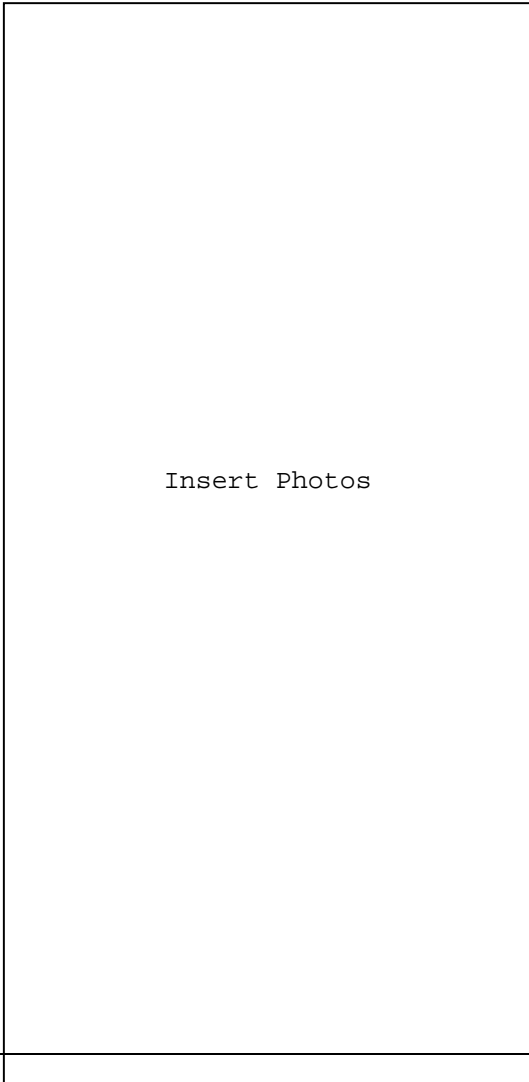
Tabulate the existing square footage of the building by room (if relevant, under subheadings of different areas of the building). In order to avoid confusion stemming from a room's change in use or simply because there are numerous rooms in a building, a numbering or other designation system may be helpful in maintaining consistent reference to each room. Use the following format for square footage tabulation:

Room number, name	_____	sf
Room number, name	_____	sf
Total	_____	sf

Inspection and Maintenance

The following language can be adopted as needed for this section:

"Regular examination and maintenance is the most important method for preserving any historic building. This plan includes a checklist of building elements specific to the BUILDING NAME that should be inspected on a regular basis. The checklist indicates both the frequency of such inspections and possible problem areas to note. Inspection intervals may be weekly, monthly, seasonally, quarterly, annually, or following a major storm. Notes should be taken and filed at each inspection and visual illustrations consisting of photographs and/or sketches should be recorded when necessary. In general, changes



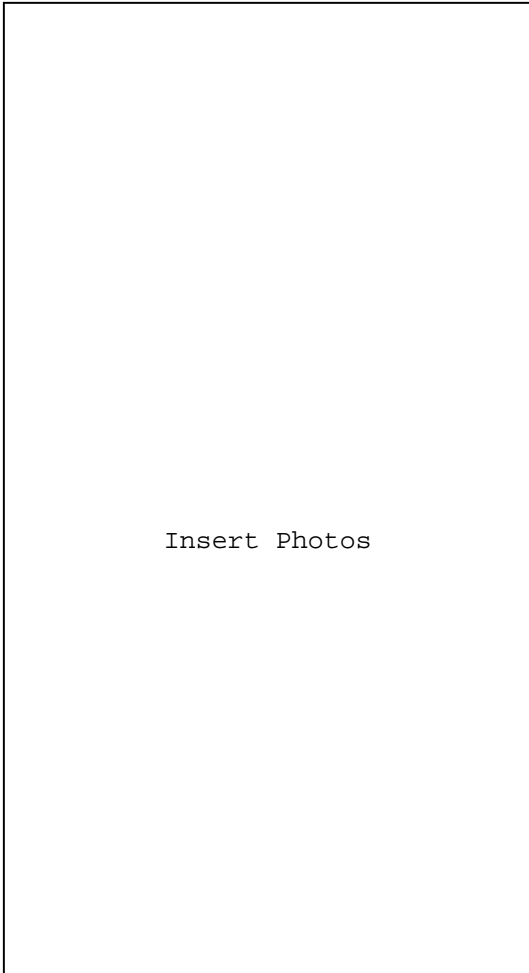
in condition should be noted so that appropriate planning and budgeting can take place for both preventative and corrective maintenance."

"When maintaining a historic building it is important to be aware of its materials and their properties. Prior to World War II, lead was commonly used in paints on wood or metal surfaces such as clapboards, shingles, trim, mantels, shutters, doors, and staircases. Maintenance personnel should determine whether lead paint exists in the building and treat the hazard accordingly."

"It is important to address the cause of existing maintenance issues rather than the symptoms." NOTE HERE any known conditions and problems of the building that should be monitored to determine the cause of the problem and/or whether past efforts to solve it have been successful or not.

"Since all buildings change over time, the attached maintenance checklist for the BUILDING NAME should be regularly updated to reflect modifications to the site, structure, or finishes of the building."

In addition, CUSTOMIZE a conservation maintenance checklist to be relevant for the specific building. ATTACH customized checklist and scaled plan, section and elevation drawings of the building, if available.



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