

## HISTORIC STRUCTURE REPORT CONTENTS:

**Name of property:** \_\_\_\_\_

Use the following checklist to mark off the items that this report should contain.

- Table of Contents OR**
- Paginated Table of Contents**
- Executive Summary**
  - Name 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
- Introduction**
  - Statement of significance
  - Historic designations as applicable
  - Description of methodology
  - Organization of document
  - Funding sources for this study
  - Individuals or consultants involved in preparation
  - Contracting 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

## **PART I: DEVELOPMENTAL HISTORY**

### **Developmental History**

- 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/or Wisconsin Register Nomination Forms and prior Individual Intensive Survey Forms, if completed.
- Integrate historical research prepared by others
- Exhaustive Primary Research is warranted.

### **Archaeological Evaluation ( recommended / not recommended)**

- Statement of significance
- Research design and methodology
- Results of research and testing
- Interpretations
- Archaeological site plan
- Photographs
- Artifact inventory and analysis
- Detail drawings and sketches
- Recommendations for future research

## **ANALYSIS OF EXISTING CONDITIONS**

### **Cultural Landscape Report/Historic Landscape Study**

( required / not required)

- Significance of landscape or site
- Methodology of research
- Chronology of alteration and use
- Built features and plantings
- Prior treatment efforts, dates, and individuals involved
- Copies of pertinent historic documents, maps, illustrations, and

- photographs
- Photographs, scaled site plan, and drawings of current conditions
  - Recommendations for future research

**Architectural Description**

- Methodology of conducting evaluation
- Narrative description of exterior and interior conditions
- Identification of character defining and significant elements and features
- Findings from any additional research
- Description of materials and/or features, and period of construction, installation, or modification
- Site plans of current conditions
- Floor plans of current conditions
- Elevations of current conditions
- Measured drawings of (check all that apply) \_\_\_ molding profiles, \_\_\_ significant features, \_\_\_ hardware, \_\_\_ mechanical elements, \_\_\_ detail drawings, \_\_\_ other (describe)\_\_\_\_\_
- Recent photographs
- Recommendations for future research

**Condition Assessment**

- Site** (check all that apply) \_\_\_ parking, \_\_\_ drainage, \_\_\_ access, \_\_\_ landscaping, \_\_\_ other (describe)\_\_\_\_\_
- Structure** - foundations, framing, bearing, evidence/interpretation of movement, etc.
- Envelope** - walls, windows, shutters, doors, hardware, bulk-heads, porches, roofs, chimneys, trim, gutters, downspouts, porte-cocheres, etc. insulation, weather-stripping, etc.
- Interiors** - floors, walls, ceilings, trim, windows, doors, hardware, finishes, fireplaces, stairs, cabinetry, closets, etc. special finishes, built-in equipment, other amenities, etc.

- Mechanical** - plumbing, heating, air conditioning, etc.
- Electrical** - service, power, lighting, communications, alarms, etc.

**Code and Accessibility Review**

- Methodology of conducting evaluation
- Preliminary code and accessibility review
- Recommendations and alternatives for improvement Impacts of improvement recommendations
- Recommendations for variances

**Structural Evaluation** (  required /  not required)

- General Description of Structural System.

**Structural Evaluation – Expanded**

- Significance and description of structural system
- Methodology of conducting evaluation
- Chronology of alterations
- Existing conditions of the structural system
- Capacity to adequately support recommended treatment, use, and interpretive programs
- Diagrams of earlier structural systems
- Prior treatment or remedial efforts
- Drawings and photographs of existing conditions
- Recommendations for future research
- Recommendations for Emergency Stabilization measures

**Materials Analysis** (required /  not required)

- Exterior paint analysis
- Interior paint analysis
- Mortar analysis
- Other materials analysis

*[Include: \_\_\_\_\_*

*\_\_\_\_\_*  
*\_\_\_\_\_]*

- Photographs

- Recommendations for future research

## **PART II.**

### **Treatment and Use**

- 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

### **Use and Interpretation of the Resource**

- 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

### **Room/Feature Treatment Recommendations**

- (required /  not required)
- 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

### **Furnishings & Interior Decoration Recommendations**

- (required /  not required)

- Furnishings recommendations
- Interior decoration recommendations

### **Prioritization and Cost Estimate**

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

### **Maintenance Plan**

( required /  not required)

- 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 checklists
- Maintenance and work order forms
- Format for inspection and repair log book

## **PART III: RECORD OF TREATMENT**

### **Project Completion Report**

*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; submittals

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

### **Additional Information**

- Glossary
- Annotated Bibliography