

MINNESOTA HISTORICAL SOCIETY GRANTS OFFICE

Instructions for Completing the *Scope of Work Form* for Historic Preservation Projects

Detailed description of rehabilitation work. In the numbered blocks, provide a description of project work. *Describe the entire project, not simply those portions for which the grant funds will be sought.* Begin by describing site work, followed by work on the exterior—including new construction—, and finally, work on the interior. A separate block should be used to describe each work item and its effect on architectural features or spaces.

In the left block, identify the architectural feature requiring work and indicate whether the feature described is original to the building, was added at a later date, or is new construction. Give the approximate date of the feature. In the appropriate space, describe its physical condition. Indicate the photograph or drawing numbers that show the feature described.

In the right block, explain in detail the rehabilitation work to be undertaken. Describe the effect (visual, structural, or other) on existing features. List drawings, marked photographs, or specification page numbers that show the rehabilitation work and impact on the existing building.

Photographs. The applicant must submit a sufficient number of *good, clear photographs* to document *both* interior and exterior conditions, including site and environment, *prior* to any rehabilitation work, and to show the areas of proposed or completed work.

Elevations and interior features and spaces of the buildings should be shown. Photographs should be numbered, dated and labeled with the property name, the view (e.g., east side) and a brief description of what is shown; photographs should be keyed to the application narrative, where appropriate. In many cases, it may be helpful to mark directly on the photographs the areas of proposed or complete work. Photographs may be black-and-white or color, but must show architectural features *clearly*. Photographs are not returnable.

Drawings or sketches. Drawings or sketches are required for proposed work to show planned alterations or new construction. They must be sufficiently detailed to show existing wall configurations and anticipated changes. Documentation should include floor plans and, where necessary, sections and elevations. All drawings and sketches submitted with the *review form* should be numbered and should be keyed to the form.

Project amendments. If changes are made to a project at any time after submission of the initial *review form*, submit a continuation/amendment sheet. Provide the name and address of the property, indicate changes in project work, giving the originally proposed treatment and the amended work item description. Give the owner's name. Sign and date the form. Give the owner's address and daytime telephone number. Return it to the SHPO.

EXAMPLES

NUMBER	Architectural feature <u>facade brick</u> Approximate date of feature: <u>ca. 1880</u>	Describe work and impact on existing feature: Will selectively hand clean deteriorated joints and repoint with mortar and joint width to match existing (see spec. p. 33-35); chemically clean graffiti from 1st floor piers (see spec. p. 30-31.)
Describe existing feature and its condition: Hard pressed red brick with butter joints in good condition. Mortar mostly sound, but deteriorated and missing around downspout at east end of facade. Some graffiti at first floor.		
Photo no. <u>3, 6</u> Drawing No. _____		

NUMBER	Architectural feature <u>main staircase</u> Approx. date of feature: <u>ca. 1880/unknown</u>	Describe work and impact on existing feature: Replace missing balusters with matching pieces. Sand painted banisters and balusters and varnish. Replace treads as needed. Sand and paint stairs. Retain later stair as is.
Describe existing feature and its condition: Original stair exists between 1st and 3rd floors. Some balusters missing and treads worn. Later stair from 3rd to 8th floors.		
Photo no. <u>9, 10</u> Drawing No. <u>A-12</u>		

Property Name
Property Address

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Date: _____

Project Number:

REQUIRED SUPPORTING DOCUMENTATION FOR COMMON PROJECT TYPES* (See note below):

- 1. Tuckpointing:** Mortar specifications – existing mortar must be tested; mortar must match historic mortar in composition, texture, color, and joint profile.
- 2. Window Replacement:** Detailed photo documentation and drawing of existing windows and trim profile showing condition and configuration; manufacturer specification sheet for replacement window showing head, jamb and sill details and section.
- 3. HVAC Replacement** – Manufacturer specification sheet for new unit.
- 4. Ramp Installation:** Plan view and elevation drawing of ramp.

*** Note: Call the MHS Historical Architect at 651-296-5475 if you are unsure what supporting documentation to submit with the *Scope of Work* form.**

Number	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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Project Director: _____

 (signature)

_____ (date)

GRANTS OFFICE USE ONLY

- _____ Approved
- _____ Not Approved
- _____ Items Not Approved

Historical Architect: _____

 (date)