

Property Name
Property Address

**Scope of Work Form
for
Historic Preservation Projects**

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 651-259-3462 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)

