

The Scope of Work form is used to determine whether the proposed work meets the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*, a requirement of Heritage Preservation Department programs. The Standards are a set of established common sense guidelines that consider the historic nature and character-defining features of buildings/structures when recommending treatments for their preservation. The *Standards* state that deteriorated historic features shall be repaired whenever possible. Where the severity of deterioration requires replacement, the new feature should match the old in design, composition, color, and texture, whenever possible.

**Instructions for Completing the Scope of Work Form:**

**DETAILED DESCRIPTION OF PRESERVATION WORK.** A separate row should be used to describe each work item. 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. Describe its physical condition. Indicate the photograph or drawing numbers that show the feature described. **Please include historic photos, if available.** In the **right block**, explain in detail the preservation work to be undertaken on the feature. List drawings, marked photographs, or catalog specification page numbers that show the preservation work.

**Adobe Reader needed to fill out form** — [Download Free Copy](#)

**Required Supporting Documentation For Common Project Types:**

**Masonry**

Photographs of existing masonry and mortar.

**For Repointing:** Mortar specifications. Existing mortar must be tested. Replacement mortar must match the historic mortar in composition, texture, color, and joint profile.

**For Cleaning:** Technical specifications for product and method.

**Windows and Doors**

Close-up/detail photographs and/or drawings of existing windows/doors and trim profile showing condition and configuration.

Manufacturer specification sheet for replacement window/door showing head, jamb, and sill details and section.

Must include information on elevation, muntins (if applicable), type of material (e.g. wood, aluminum), screens/storms, finish (e.g. painted), and glass type (e.g. single-pane, low-e, thermo-pane).

**HVAC Replacement and Fire Suppression Systems**

Manufacturer specification sheet for new unit or system. Plan of installation, including locations of equipment, piping, vents. Describe any elements that will be visible from inside or outside of the building and any building features that must be altered to accommodate the new unit or system.

**Roofs**

Photographs and documentation of existing roofing. Manufacturer’s product description of replacement roofing (to include type of material, exposure).

**Ramp Installation**

Photograph of proposed location for ramp/lift. Plan view and elevation drawing of ramp.

**Examples:**

<p><b>NUMBER:</b></p>	<p>Architectural feature: <u>2nd Story Windows</u></p> <p>Approx. date of feature: <u>1912 &amp; later additions</u></p>	<p><b>Describe work and impact on existing feature:</b></p> <p>Windows will be repaired. Old glazing putty and broken panes will be removed. Areas of limited rot will be repaired with epoxy specially formulated for wood repair. Windows will be scraped, sanded and primed and painted. Two sills will require replacement. Replacement material will match existing in size, shape and material. Aluminum storms will be removed, and replaced with new wood surround storm windows – manufacture’s details are attached.</p>
<p><b>Describe existing feature and its condition:</b></p> <p>Windows are wood double hung windows. Windows are painted and in fair condition. Glazing putty in poor condition, paint is peeling. Small areas of rot on bottom sash and sills of many windows. Two window sills have extensive rot.</p> <p>Photo No. <u>4-6</u> Drawing No. <u>2</u></p>		
<p><b>NUMBER:</b></p>	<p>Architectural feature: <u>main staircase</u></p> <p>Approx. date of feature: <u>ca. 1880/unknown</u></p>	<p><b>Describe work and impact on existing feature:</b></p> <p>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.</p>
<p><b>Describe existing feature and its condition:</b></p> <p>Original stair exists between 1st and 3rd floors. Some balusters missing and treads worn. Later stair from 3rd to 8th floors.</p> <p>Photo No. <u>9, 10</u> Drawing No. <u>A-12</u></p>		





