



## SITE INSPECTION FORM

**BUILDING NAME:** \_\_\_\_\_ **INSPECTION DATE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **PREPARED BY:** \_\_\_\_\_  
**OWNER:** \_\_\_\_\_ **USE:** \_\_\_\_\_  
**CONTACT INFO:** \_\_\_\_\_ **STORIES:** \_\_\_\_\_

**THE BUILDING ELEMENTS ON PAGE ONE SHOULD HAVE THE HIGHEST PRIORITY OF REPAIR**

### ROOF

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_  
 CONDITION \_\_\_\_\_  
 RECOMMENDATIONS \_\_\_\_\_

### GUTTERS AND DOWNSPOUTS

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_  
 CONDITION \_\_\_\_\_  
 RECOMMENDATIONS \_\_\_\_\_

### SITE

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_  
 CONDITION \_\_\_\_\_  
 RECOMMENDATIONS \_\_\_\_\_

### STRUCTURAL ISSUES

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IMMEDIATE RECOMMENDATIONS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MATERIALS TO FOLLOW:**  
 \_\_\_\_\_ Recommendation Notes  
 \_\_\_\_\_ Technical Information  
 \_\_\_\_\_ Tax Credit Information

**OWNER TIMELINE:** \_\_\_\_\_  
**APPROXIMATE COMPLETION TIME:** \_\_\_\_\_  
**ADDITIONAL INFO. REQUESTED:** \_\_\_\_\_



2

**STOREFRONT**

GENERAL CONDITION

---

GENERAL RECOMMENDATIONS

---

**BULKHEAD**

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_

CONDITION \_\_\_\_\_

RECOMMENDATIONS \_\_\_\_\_

**DISPLAY**

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_

CONDITION \_\_\_\_\_

RECOMMENDATIONS \_\_\_\_\_

**TRANSOMS**

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_

CONDITION \_\_\_\_\_

RECOMMENDATIONS \_\_\_\_\_

**AWNINGS**

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_

CONDITION \_\_\_\_\_

RECOMMENDATIONS \_\_\_\_\_

**SIGNS**

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_

CONDITION \_\_\_\_\_

RECOMMENDATIONS \_\_\_\_\_

**UPPER FACADE**

GENERAL CONDITION

---

GENERAL RECOMMENDATIONS

---

**WINDOWS**

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_

CONDITION \_\_\_\_\_

RECOMMENDATIONS \_\_\_\_\_

**CORNICE/DETAILS**

MATERIAL \_\_\_\_\_ AGE \_\_\_\_\_

CONDITION \_\_\_\_\_

RECOMMENDATIONS \_\_\_\_\_

**PRESERVATION BRIEFS TO INCLUDE IN REPORT:**

\_\_\_ Historic brick/ Mortar Repair (2) \_\_\_ Roofing (4) \_\_\_ Terra Cotta (7) \_\_\_ Wood windows (9) \_\_\_ Storefront Rehab (11)  
 \_\_\_ Signs (25) \_\_\_ Cast Iron (27) \_\_\_ Moisture Control (39) \_\_\_ Cast Stone (42) \_\_\_ Storefront Rehab (11) \_\_\_ Awnings (44)



3



## BUILDING ENVELOPE

Repairs to the following should occur *have the highest priority*, to prevent damage to historic fabric. In most historic commercial “Main Street Type” buildings, these elements are not considered significant historic features and can be repaired or replaced without damaging the historic integrity of the building.

### Roof

Are there visible signs of damage to roof?

Is the roof structure weak at any areas?

Is the flashing failing? Flashing should be installed where any horizontal surface meets a vertical surface (the roof and parapet walls, as well as punctures like the chimney)

Is the parapet cap or coping tiles damaged or missing? They should be mortared in to place.

Is water pooling on the roof? The roof should have a generous slope to allow drainage to gutters.

*IF “Yes” was the answer to any of the above questions see Preservation Brief #4 on Historic Roof Repair, and #39 on Controlling Unwanted Moisture in Historic Buildings.*

### Gutters and Downspouts

Are the gutters and downspouts clear of debris, can water flow easily?

Are they the proper size to provide drainage? Residential gutters and downspouts are too small and should not be use on a commercial building.

Are the gutters and downspouts securely attached to the buildings?

Are there a sufficient number of downspouts to drain water from gutters?

Generally, one 6” diameter downspout is needed to provide drainage to a 2,200 sq. ft. roof. If your roof area is larger consider installing a second downspout.

Is there an interior lining (in a cornice or box gutter system), condition of?

Are the gutter and downspouts straight? Sagging can cause improper drainage and overflow; run-off should not drip down walls.

Is the downspout connected to storm drain or a downspout extension to drain water away from the building?

*IF “No” was the answer to any of the above questions see Preservation Brief #39 on Controlling Unwanted Moisture in Historic Buildings.*

### Site

Is the ground surrounding the building sloped towards the building?

Is water pooling around the base of the building?

Can a trench be dug to provide additional underground drainage away from building, usually 4-10 feet from building?

Is landscaping growing against the building?

*IF “Yes” was the answer to any of the above questions see Preservation Brief #39 on Controlling Unwanted Moisture in Historic Buildings.*



**Repairs to the following should take great care to avoid damaging historic fabric and integrity of the building. Preservation Briefs should be utilized to determine the correct procedure for repair according to the material.**

### **Foundation**

- Are there visible cracks or signs of settling?
- What is the material and its condition?

*For information on repair see Preservation Brief #2 on Historic Mortar Repair, #42 The Maintenance, Repair, and Replacement of Historic Cast Stone*

### **Walls**

- Are there visible cracks?
- Are the walls leaning or bulging out of plane?
- Are there any areas where the structural integrity of the wall has been compromised, such as large amounts of brick missing from a brick wall?
- What is the wall construction material?

*For information on repair see Preservation Brief #2 for brick, #7 for terra cotta, or #42 for cast stone.*

### **Storefront**

What is the approximate date of the storefront? Storefronts are the most commonly altered feature of a historic commercial building, and although the storefront may not date to the buildings original construction it should be evaluated for its material, quality of construction, and significance.

To further evaluate the existing storefront, determine the approximate date of the following storefront elements and determine if the feature is a component of the overall design of the storefront?

#### **Bulkhead**

- Is the material subject to impact damage? On historic storefronts structural glass was often used at the bulkhead area on modern storefronts drivit or EIFS is often used, both are highly subject to impact damage.
- Is there or could there be historic fabric under the existing bulkhead? Often plywood panels or even brick can be hiding the historic bulkhead.

#### **Display windows**

- Have the display windows been downsized?
- Are any of the display windows cracked, or missing?

#### **Transoms**

- Is there or could there be historic fabric under the existing transom? Often plywood panels can be hiding the historic transom window or frame.

#### **Sign**

- Is the sign legible from a distance?
- Is the sign externally or internally lit?
- Is the sign securely attached to the building?

*For information on repair see Preservation Brief #11 on the Rehabilitation of Historic Storefronts, #12 the Preservation of Historic Structural glass, #25 the Preservation of Historic Signs, and #33 the Preservation of Historic Stained or Leaded Glass.*