

Preservation Planning Survey – General Building Issues

1. In what year was the building constructed? _____ Is the building a historic structure? _____

2. Have additions or renovations been made to the building? ☐ yes ☐ no
 If yes, describe them and indicate when they were made. _____

3. Are renovations planned for the building in the future? ☐ yes ☐ no
 If yes, have preservation concerns been addressed with the architect and engineers? _____

4. What are the predominant materials used in the construction of the building (e.g. wood frame, masonry, steel and poured concrete)? _____

5. What is the general condition of the building? Has it been well maintained? _____

 - a. Is there a regular schedule of inspections and maintenance of the building (e.g., roof, drains, plumbing)? ☐ yes ☐ no
 If yes, who performs inspections and maintenance, and how often? Is there a written schedule for these activities?
 If yes, attach a copy. Is an ongoing log of building problems kept? _____

 - b. Is there a history of problems with the building (e.g., roof leaks, pipe leaks, flooding, blown fuses, mold growth)? ☐ yes ☐ no
 If yes, use a separate sheet to describe in detail. _____

6. What is the condition of the roof and drains? _____

 - a. Is the roof flat or pitched? If it is flat, does water accumulate on the roof? _____

 - b. What is the roof covering? Are there any signs of damage (e.g. cracking, buckling, deteriorated flashings)? How old is the roof? (Most modern roofing materials have an anticipated life-span of no more than 20 years.) _____

 - c. How does the roof drain? Are gutters and drains well attached, in good condition, and functioning? Are they cleaned routinely? _____

 - d. Are there skylights? If so, are seals or caulking deteriorated? _____

7. What is the structure and condition of the exterior of the building? _____

a. Are exterior surfaces and finishes intact (e.g., are shingles missing, is paint blistered or peeling, has mortar deteriorated, are there accretions on masonry that point to water or condensation problems)? _____

b. Are there cracks in the foundation or other signs of deterioration? _____

c. How is the foundation sealed? Do the drains channel water away from the building? Does water accumulate at the foundation? _____

d. Are insulation and vapor barriers provided? _____

8. What is the condition of the interior of the building? _____

a. What are the age and condition of the plumbing system? _____

b. What are the age and condition of the electrical system? _____

c. Does the building have an attic or basement? Are collections stored in these spaces? Are these spaces clean, or cluttered and dirty? Is the basement wet or dry? _____

d. Is there evidence of water leaks inside the building (e.g., around windows, on interior walls, or on ceilings)? _____

e. Is there any history or evidence of rodents, insects, or mold in the building? _____

f. Have there been any problems with condensation within the building? _____

9. Does anyone else occupy the building in addition to the repository being surveyed? ☐ yes ☐ no
If yes, what other activities take place in the building and could they pose a hazard to collections? _____

10. Provide a general description of the building's layout (e.g., number of floors, number and type of rooms on each floor). _____

11. Is there a shortage of collections storage space in the building? ☐ yes ☐ no
If yes, what has been done to address this problem? _____

12. What are your 3-5 highest priorities for improving the condition of your building? _____

