

Documentation Checklist

Photographs

Photographs document the architectural significance of the building and the condition at the time of inspection and start of mothballing process. Number and label all photographs. Prepare a building plan and locate point from which photo is taken.

Exterior

- All exterior facades
- Exterior, corner shots, showing two facades
- Roof
- Architectural Details
- Foundation
- Walls
- Windows
- Doors
- Ornamentation

Interior

- Primary Spaces
- Interior details
- Interior ornamentations
- Condition. Show the good and bad conditions.

Site

- Condition
- Surrounding Context
- Major elements, such as driveways, walks, steps, fences, retaining walls, sculpture, fountains, etc.

Original Drawings

- Original construction drawings are invaluable. If they exist, make copies to stay with the building and to be used by the project manager.
- Compare to the current building. Document changes, additions and architectural details lost or remaining.

Drawings of the existing building.

- Make accurate, to scale drawings of floor plans, elevations and a building section. CADD drawings are preferred. It is best to obtain the services of an architect to properly document the building and significant architectural details.
- If possible, document trim profiles, and architectural details.
- Identify structural, mechanical and electrical systems still in place.

Condition Assessment

- All buildings deteriorate over time. Different components have different life spans. Past maintenance to the components may have been well done to neglected.
- Identify the component materials.
- Assess the condition of the components as to how much serviceable life is left or if it will need to be replaced when the building is restored for reuse.
- Qualifications of the inspector, should match the quality and size of the building.

Components

- Roof
- Walls
- Windows
- Doors
- Foundation
- Structure
- HVAC
- Plumbing
- Electrical
- Site