

## Guidance for Survey Group Leaders

The following summary is only for guidance and may need to be adapted to suit particular circumstances.

Copies of documents in *italics* available from the Group.

Further assistance is available from members of the committee.

Final drawings should be completed following guidelines in *Notes on the Recording of Vernacular Buildings (third edition)* available from the Group and on our website.



Time	Process	Notes/Output
Pre Survey visit	Contact occupier, arrange access and do safety risk assessment Check they have seen the <i>Guidance for Householders</i> and agree with depositing the report for public access	If householder does not wish report to be on public access send note to archivist with completed report.
	Recruit measuring team Check capabilities and preferences Directions to site Preliminary documentary work	
Survey	Introduce team Quick familiarisation tour Agree timescale with occupier	
	Survey and note making in small groups or individually using <i>Building Survey Sheet, Notes on Completion, and Fixtures and Fittings</i> (Appendix A, B and C of <i>Notes on the Recording of Vernacular Buildings</i> )	
	Intermediate check on progress	
	At end check drawings match/overlap (EG overall length same on plan and elevation; partial plans overlap) Check for missed measurements Agree timescale with team for completion of finished drawings and note contact details, especially for non-YVBSG members	Survey notes and drawings – ground floor + other floor plans, front + other elevations, section(s), detail drawings, oral evidence, other documentary references to follow up
Report	Investigate documentary sources	Summary relating to site
	Collect together finished drawings and resolve problems and inaccuracies	Finished drawings
	Description, Interpretation and Conclusions – suggested headings in Appendix D of <i>Notes on Recording...</i>	Written section of report
	Complete <i>Pro-forma Report</i> Appendix E of <i>Notes on Recording...</i>	Completed report
	Submit completed report to archivist together with contact details (emails) of all team members and householder	Report archived, printed copies to householder and Yorkshire Archaeological Society

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