



The Building Report

The final report on the building should give someone who hasn't been there a clear picture of the setting and the significant features of the structure, plus any other evidence that helps in understanding and interpreting the building. It is important to get a balance and avoid excessive detail which does not add to the understanding of the development of the building.

The recommended building report format agreed by the YVBSG committee consists of two parts:

1. REPORT COVER FORM

Complete when the rest of the report has been written. It should always be the first page as this allows people using the reports to identify from one sheet if the building is of further interest for their research. In complex reports a contents list can form a useful second page.

2. DETAILED REPORT

The detailed report follows using these headings:

- **Site**
A brief description of the landscape, geology, watercourses, roads, tracks and paths
- **Relationships**
Other buildings in the immediate vicinity
- **Description** - include details of features *not clear on drawings or photos*.
Exterior - work round the building in a logical manner
Interior - from the entrance describing each room/part of the building
- **Documentary and Oral Evidence**
To include information from occupier, primary and secondary sources, maps and surveys
- **Interpretation and Discussion**
Bring together the evidence from the building with the other sources and relate to other buildings/
building styles or features
- **Conclusions**
Describe how the building has developed to reach its present state including changes in use
- **Drawings and Photographs**
These can be included at an appropriate point in the report or presented as a group.