



Notes on Completing the Building Survey Sheet

PRELIMINARIES

Modern County/Historic County

Present county/ pre 1974 Riding

Parish or Township

Present Civil Parish (some areas do not have civil parishes - use nearest town) and the historic township

Name of Building

Note any previous name in brackets

8 figure Grid Reference (eg SE 3927 2601)

Obtainable from O.S. maps (1:50,000 or larger scales)

Owner/Occupier

Name and full address to be passed to archivist for copy of final report

Building listed?

Ask the owner/occupier. Listing descriptions (and sometimes photographs) are available on the Images of England website (www.imagesofengland.org.uk).

Date of record

Date on which the survey was actually carried out, with names of all those taking part.

DESCRIPTION

1. Building type/purpose

Is the building a house, barn, house-and-barn combined, mill, pigsty etc?

2. Materials

Specify materials for walls and roof.

- For *brick* walls, describe type, colour and typical dimensions of bricks, specify bonding.
- For *stone* walls, specify random rubble or regular courses, and state whether limestone or sandstone. If possible, indicate the type of stone more specifically, eg Carboniferous limestone, or gritstone (where sandstone is especially course-grained). Note narrow-bedded or 'flaggy' stone used in thin courses as opposed to 'massive' stone used in squared blocks. Note tooling patterns on quoins and lintels (eg broad-tooling, pecking, punching etc).
- For *roofs*, note stone slabs, slate, thatch, tile etc.
- For *timber* framing or trusses, note if other than oak (eg elm, ash or softwood). Note timber re-used from an older building.

3. Exterior detail

Include here details that are not obvious from any of the drawings. Don't forget to examine *all* exterior walls and the roof. Note especially:

- Window type, sash, mullions, sliding sash etc
- Mullions: chamfered, ovolo etc
- Label mouldings, stops
- Doors, lintels (cut to arch-shape, square doorhead etc)
- Arched entrances
- String courses to brickwork
- Watershot masonry
- Roofs, chimneys

4. Interior detail

Don't forget to examine all rooms and particularly the roof construction if at all possible. Note details not obvious from the drawings, eg

- Fireplaces (moulded jambs, lintel shapes etc)
- Ovens/bakestones
- Ceiling beams, chamfers, type of stop
- Stud-and-plank partitioning
- Panelling, doors
- Roof trusses, carpenters' marks, initials, type of wood (oak, softwood, sawn, re-used)
- Purlin details
- Stairs, balusters
- Floor surfaces (flags, oak planks etc)

5. Plan form

Try to interpret what you have seen and classify the plan, eg aisled barn, two-cell cottage, three-cell lobby entry etc.

DATING

6. Identify the oldest part of the building and indicate a likely date

Using the information you have available, try to arrive at a date/period for the original building. Describe what part of the present building this is, unless indicated on an analytical plan.

7. Major extensions or alterations

Specify what these are and suggest dates/periods.

SETTING

8. Orientation

Height above sea level, direction facing, and location of landscape features.

9. Relationships

To settlement pattern, associated buildings, external kitchens, privies, wells etc.

OTHER INFORMATION

10. Initials/Datestones

Note initials and dates on lintels or datestones, other inscriptions, old graffiti etc.

11. Oral information from owner/occupier

Note relevant information given by the owner/occupier who may have researched the building, or who may have seen features not now visible when decorating etc.

12. Documentation: maps, inventories etc

If you have access to inventories, old maps, plans etc, note this briefly here and add details on a separate sheet. You can also use this space to note references to the building in books on local history or vernacular architecture.

13. Plans etc annexed

Indicate what drawings are attached. (NB an analytical plan is one which is shaded or hatched according to the sequence of different phases of construction.)