Notes on the Recording of Vernacular Buildings

Contents

Third edition January 2009

1. Introduction

The finished report of a building recorded by the Group will usually consist of two elements. The first is a written description of the building as seen including an analysis of the evidence found to describe changes and developments that may have taken place, together with an attempt to date the building. This written section should be supplemented with a visual record, ie drawings and possibly photographs. The drawings should consist ideally of elevations, ground floor plan, first floor plan if showing points of importance, roof section, and detailed drawings of balusters, datestones, fireplaces and other features, again if considered of importance and interest.

The recording of a building is best carried out by a team of three or four people. Working alone is difficult, especially when attempting to measure the building.

2. Equipment

The following items are recommended:

- Clipboard – A4 size is most convenient with sheets of plain paper for drawing and note taking.
- Short steel tape – 2 or 3 metres.
- Long tape – 15 or 20 metres.
- A folding rule or graduated rod – 2 metres – is useful for measuring vertical heights.
- Pencil, rubber, sharpener.
- Camera – not essential but can be very useful. A digital camera can be valuable as an *aide memoire* when writing the report. Black and white photographs are best for photocopying when reproducing reports.

3. Procedure

Before starting to record a building it is essential to have a 'team leader', who should delegate the various tasks to the members of the team. One person is required to take notes and produce a written description of the building being studied. A second person should undertake the production of the plan or plans. Elevations may also be drawn by this person or by the third member of the team. If a fourth member is available he/she can perform a useful role in talking to the owner/occupier to glean any information they may have on the history of the building or items they have seen whilst decorating or renovating, for example blocked openings.

Having decided on the responsibilities, preferably before meeting the owner, the first step is to introduce the members of the team and if necessary explain the aims and purpose of the Group. It should be clear to the owner that the report is solely concerned with a description of the architectural features and the history of the building and makes no reference whatsoever to the condition of features or the moveable objects in the building. It should also be noted that the Group carries an insurance against accidental damage.

The owner should also be acquainted with the fate of the finished report, ie:

(a) One copy is given to the owner.
(b) One copy is kept in the Group's archives.
(c) One copy is deposited with the Yorkshire Archaeological Society in Leeds.
(d) One copy is deposited with the National Monuments Record in Swindon.
(e) One copy is given to members of the recording team.

It should be pointed out to the owner that copies (c) and (d) are available on request to students and people interested in vernacular buildings. However, if the owner so wishes, the report can be withheld from the public archives or it can be stipulated that it is only made available with the written permission of the owner.

Remember to note the name of the owner and full address of the building for the Group's records, even though these will not appear in the final report for reasons of data privacy.

4. Written Description

The final report on the building should give someone who hasn't been there a clear picture of the building in its setting and its significant features. In writing notes in preparation for this during the survey, the main points to remember are:

- to work systematically around and through the building;
- that the notes should be detailed enough to be able to write up a meaningful report when you get home and that probably you will not be able to return to check a query – the building may even have disappeared in the meantime!

In an attempt to make the task of report writing less daunting, a Building Survey Sheet (see Appendix A) has been developed together with guidance notes (Appendix B) that will allow a report of sufficient detail to be produced which follows the guidelines published by English Heritage in *Understanding Historic Buildings: A Guide to Good Recording Practice (2006)*. The Building Survey Sheet can be used to record details and evidence not clear on the drawings, for example the types of windows, the bonding of the brickwork, the type of stone used or the type of chamfer stop used on the beams. Details of fixtures and fittings can be recorded on the Fixtures and Fittings pro forma (Appendix C).

All this information, together with the drawings, will be required to allow a decision to be made on the plan form of the building, its age and possibly its development. This can be used to produce the final report, under the headings in Appendix D and summarising the findings on the Report Cover Form (Appendix E).

5. Site Drawings

(a) Plans

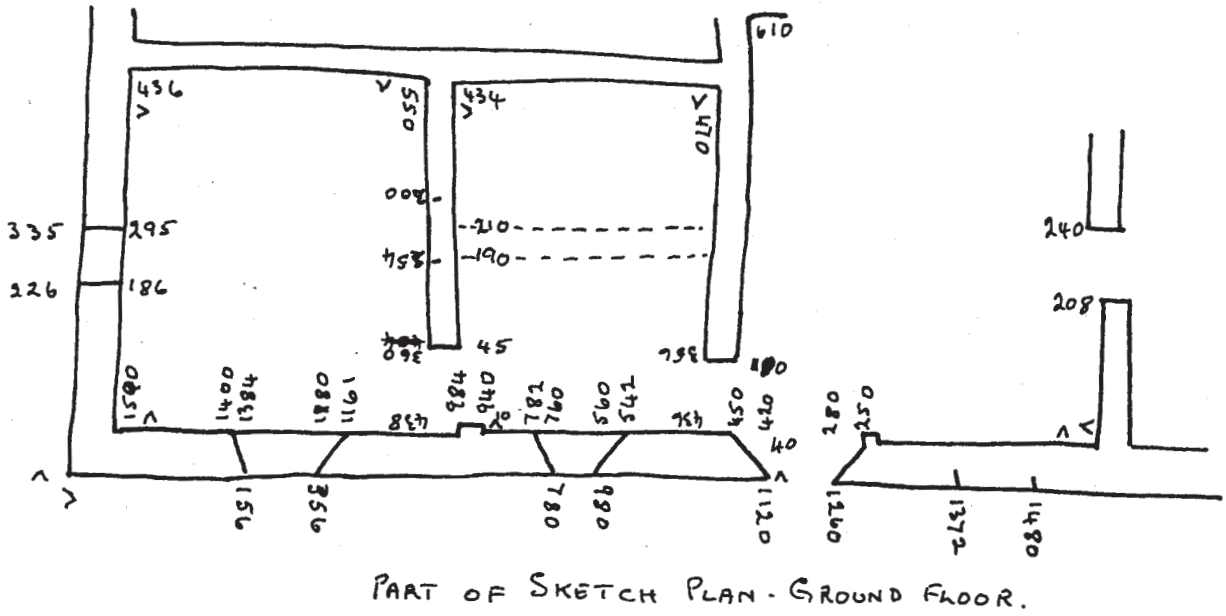
The plan of the building is drawn as if the building had been sliced through horizontally some one metre above ground level. However, some features below and above this imaginary line are included, as described later.

Having made a quick tour of the inside of the building, preferably led by the owner who can perhaps point out things not obvious at first sight, begin by making a sketch plan room by room. Aim to fill the whole of your paper to give the maximum space for entering measurements but remembering that the *whole* of the building should be on the one page. If of course the building is very large then more than one page will be required. As you move from room to room, enter on your plan all the important features required on the finished drawing: doorways, windows, fireplaces, alcoves, changes in wall directions, wall thicknesses at windows and doorways, and blocked openings. Overhead mark in (in dotted lines) the position of beams, and at floor level (as a continuous line) steps. Try to draw each room and its features in proportion; that is, if a wall is about 12 metres long and the window in it is 3 metres, make the opening one quarter of the total length. The exact size and position of openings and wall thicknesses will be corrected on the final plan by the measurements to be taken. The directions that doors open is not relevant, neither is it necessary to show whether windows are sliding or casement opening.

Having completed the details of the internal arrangement of rooms, go outside and whilst walking round the building check the outside walls of the sketch plan and mark in any features that are not visible internally, for example a blocked doorway or straight joint.

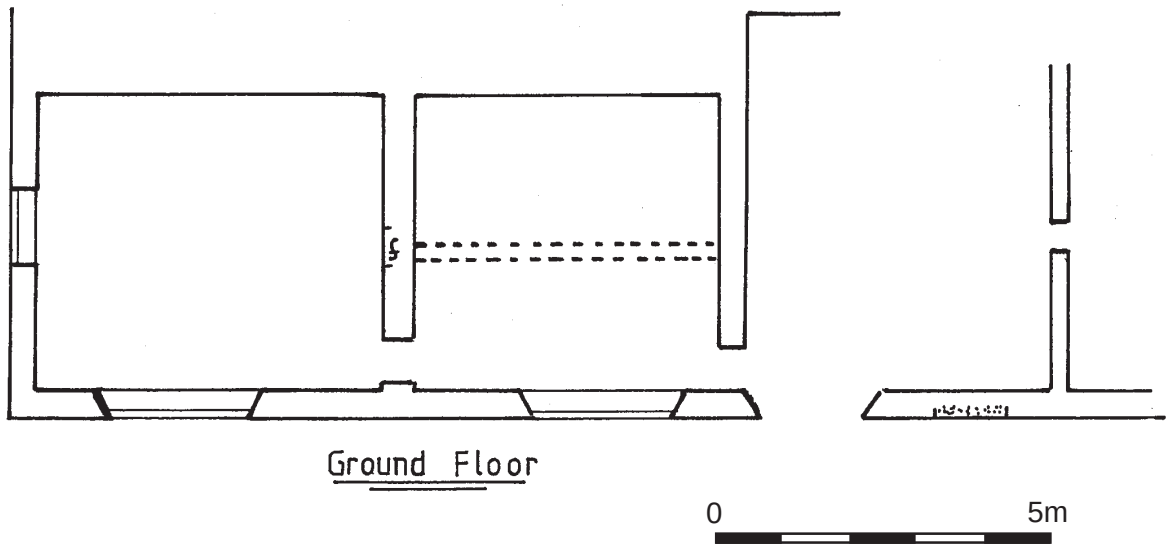
The next stage is to measure the building, carefully recording the measurements on your plan. At least two people should do this, and preferably three. Two of the team hold the tape while the planner records the values on his or her plan. Using a long tape begin by making sure that you note where the '0' is – it can vary from tape to tape. Starting in one corner of the room work from left to right and take running measurements over as long a distance as possible. If you can, for example, go through a door into the hall and/or the next room, then do so, only stopping when the wall changes direction. With one person holding the '0' in the corner of the room, the second person unreels the tape calling out measurements to the *nearest centimetre* when a point is reached to be

Rough sketch of ground floor plan with measurements



PART OF SKETCH PLAN - GROUND FLOOR.

Finished drawing of ground floor plan

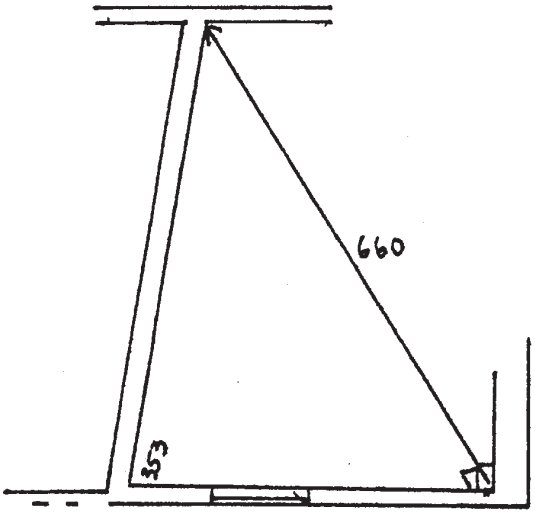


recorded, for example a window opening, or when asked to do so by the recorder. The planner should repeat the measurement out loud as a check and note it at the appropriate point on the plan, then the next point (the other side of the window) should be recorded. Continue until a change of direction is necessary.

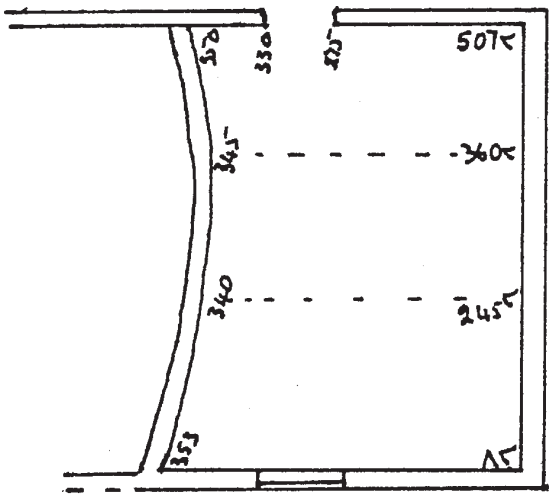
The planner should mark the starting point of each measured run with '0' or preferably '>', pointing in the direction of measurement. Values should be clearly recorded at the appropriate point and *at right angles* to the point at which they were taken. If written parallel to the feature, numbers will soon run into each other when the points are close together and may cause some doubt as to which points they refer. You will need to turn your board each time you change your direction of measurement. Numbers should be written in such a way that you can interpret them later. For example, measure purely in centimetres so that 86 = 86 centimetres, 186 = 1 metre 86 centimetres, or 1086 = 10 metres 86 centimetres.

By starting in the left hand corner of the room and working clockwise the numbers on the tape will be the right way up and '9' and '6' will not be misread. Don't forget to measure in the overhead beams or the depth of an alcove or the recesses beside the fireplace. These measurements are most easily taken using your 2-metre tape. Also, don't forget wall thicknesses – if you are able to take running measurements through a doorway then these should automatically be recorded. If this is not possible then wall thicknesses must be measured separately. Do not assume that the wall thickness is the same at the rear of the building as at the front – check at outer doors and windows.

When you think that you have completed the room, check that you have all the relevant measurements. Look at the walls and the corresponding measurements – do they appear sensible or have you made a mistake, or are some of the corners not at right angles? If the latter is the case then you need a diagonal measurement across the room. Usually one is sufficient so choose the line that is least impeded by furniture. Are the walls straight or do they bow in or out? If they do this then you will need extra measurements to plot this on your final plan. You may be able to do this by measuring at intervals against a straight line or by taking diagonals from a fixed point.



Taking a diagonal measurement



Taking measurements of a bowed wall

Having completed the first room move to the next and continue until you have completed the ground floor. When you have completed your measurements you should have seen the building in some detail, and by measuring and recording in an orderly manner you will have learnt how to observe the building systematically. It is seldom necessary to measure the upper floors of a building unless there is something of significance. In order to complete your plan you will require measurements around the outside of the building. This will confirm the thickness of outer walls and give a check on the position of window and door openings. Also the point of changes in construction, for example blocked doorways, windows and straight joints, will be recorded on your plan, as shown later. These measurements can either be taken by the planning group or taken from the drawing of the elevations completed by someone else – see below.

(b) Elevations

It is normal practice to draw and measure at least the front elevation of a building, and also the gable ends and rear elevation if they show evidence that may help in the understanding and interpretation. Whilst a photograph may show the information you need, in many cases it is impossible to get close enough to show both the detail and the whole elevation. As with the plan, the elevation must be sketched paying particular attention to proportion, as vertical measurements are more difficult to make than horizontal ones. Remember that an elevation is not a perspective drawing; each feature is drawn as seen from immediately opposite and you move along as you draw so that you see everything straight on.

The first important point to make is that the ground 'level' is seldom level enough to form a horizontal baseline from which to take your measurements. If the building is low enough, the eaves line can become your horizontal level and measurements can be taken *downwards* from this line. In taller buildings a plinth, if present, makes a useful level, or the sills of ground floor windows. Failing the presence of either of these features, a length of string or a spare long tape can be fixed in a horizontal position by eye. In all cases, measurements can then be made *up and down* from the horizontal.

When sketching the elevation note the position of all windows, doors, and breaks in walling which may be horizontal if the building has been raised or vertical if lengthened or rebuilt. Note also the position of roof features such as copings and chimneys in relation to the windows and doors. Note that any feature standing forward of or behind the main building line should also be drawn with its base at the same level as the whole and *not* lower than or higher than the whole. Everything that helps to establish the relative position of features to each other, the size of lower windows relative to the upper ones, the distance between the upper windows and the eaves etc should be noted.

The next step is to obtain the measurements required for you to draw your elevation accurately when you get home. The person drawing the plan may already have taken the horizontal readings along the building but will not have required any vertical measurements for his work. Even if you have been the person doing the plan and taking the measurements, a second set of readings for your elevation will act as a check and will help to ensure that you get all the vertical measurements you need. Also, the planner may want to have your readings for his/her plan or check them against his/her readings.

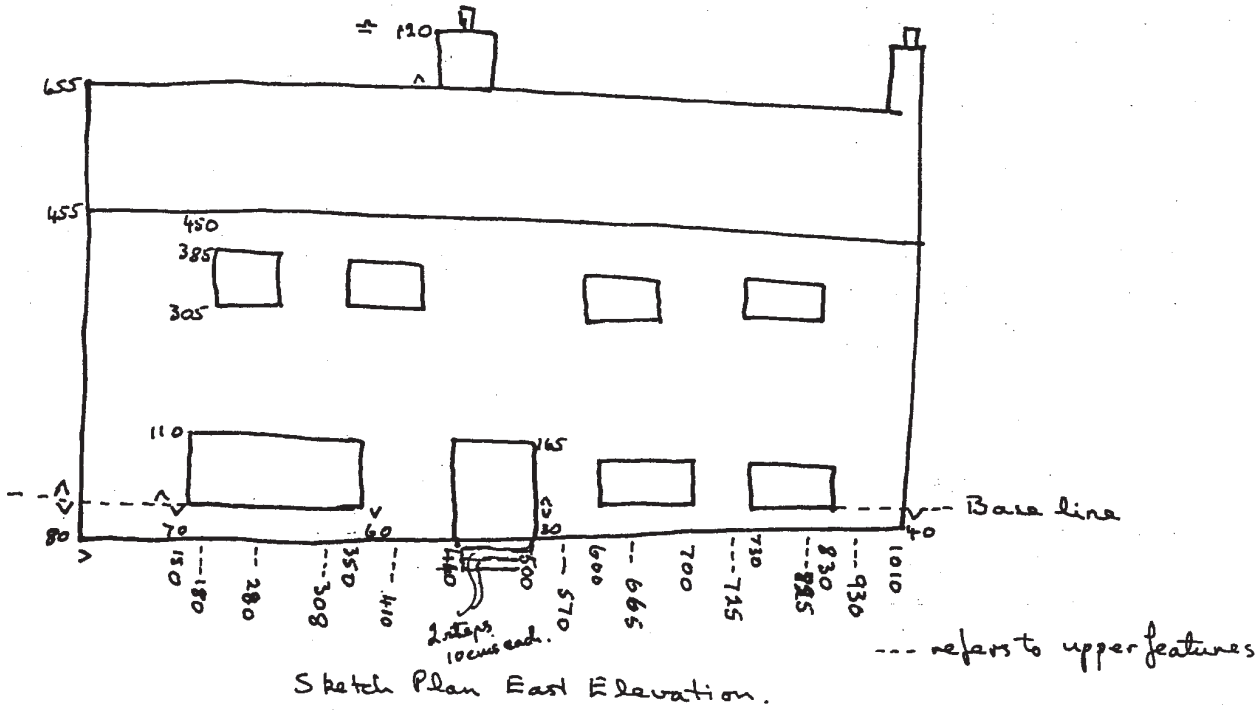
Begin by running the long tape along your horizontal level and starting at the left hand side, work your way along recording the window and door openings, not forgetting the position of upper features including chimneys. For upper features move away from the tape and drop imaginary vertical lines by eye to the tape to get your readings, or if you have a long enough rod then use this.

For vertical readings, a measuring rod of some kind is most useful. Don't forget that any readings need to be from your baseline – down from the eaves or up and down from the plinth or artificial level. With tall buildings you may have to resort to a variety of means to obtain your readings. These may include dropping a tape from an upper window, or measuring the width of several courses of bricks and then counting from your last point of measurement and making the necessary calculation. Note that courses of stonework are frequently irregular and these cannot be counted with any degree of accuracy. Two people may judge measurements by eye, for example it may be decided that the upper windows are shorter than the lower windows. If you both agree that they are 20 centimetres shorter, then this is probably as accurate as you will be able to get. You may of course be able to borrow a ladder or pair of steps which will allow you to reach higher – but don't forget to allow for the height of the steps in your readings!

The height of the roof ridge should be taken at the gable end if possible. It is usually impossible to measure this accurately and you will have to resort to counting brick courses or comparing with known heights of features in the same wall. If the roof is hipped then the only accurate measurement may be from the inside of the roof, if this is accessible, where you may measure from eaves to ridge.

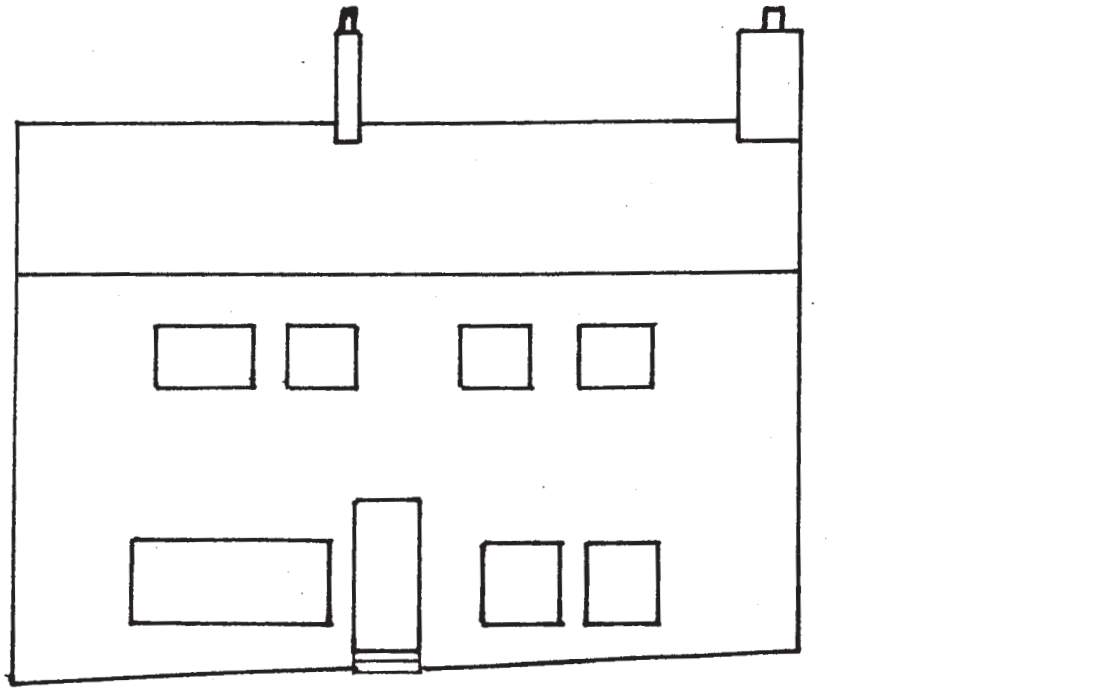
With timber-framed buildings, recording should be in more detail. The position of every upright post should be recorded on the plan, and on the elevation the position and size of posts, sill beams, middle rail, wall plate, studs and braces. If you are recording a building with timber framing or the remains of framing you should ideally record every timber with joints, pegs and carpenters marks.

Rough sketch of elevation with measurements



Sketch Plan East Elevation.

Finished drawing of elevation



East Elevation.

0 5m

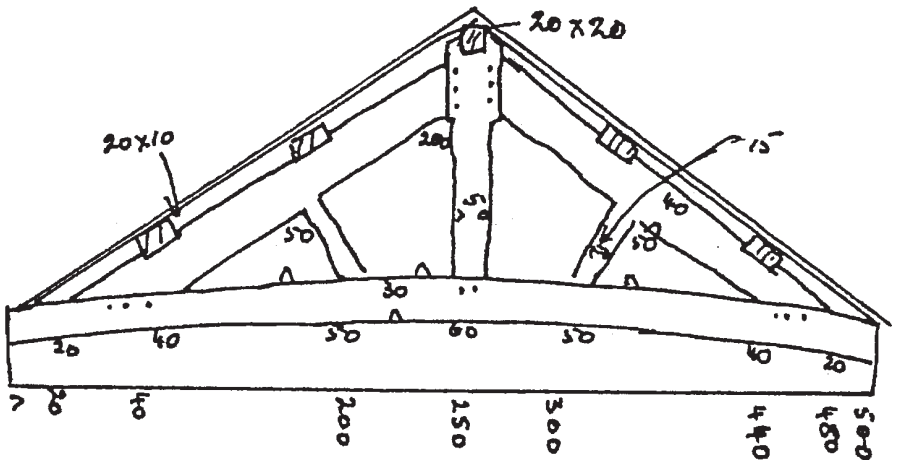
(c) Roof

In many instances the most important internal details of the building may be in the roof, which is probably the most difficult area to get into and to work in. It is usually dirty, space is at a premium, and you can only see certain areas. If you can stand up be careful where you put your feet! Only go where the owner says is safe.

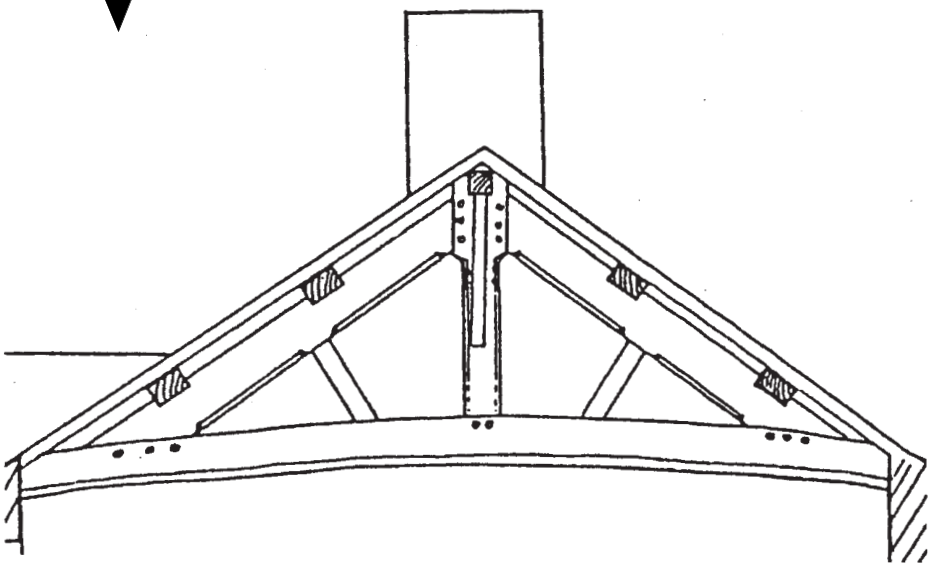
Usually a cross section is drawn of the roof involving the recording of a principal truss viewed from the front, including everything in the plane of the truss. Ignore structures behind the truss, but, for example, a brace in front is recorded by marking in a dotted line. Mark in the positions of ridge pieces and purlins as if viewed in a cross section. Having sketched your truss, check carefully and assume that you will never see this roof again. Make notes of alterations you can see: re-used timbers, extra timbers to change the pitch of the roof, or empty joints and seatings which may suggest timbers removed at some stage.

When you are satisfied with your notes measure your section – not usually an easy proposition. Begin by laying your tape across the roof and note the horizontal measurements of all points in the upper roof using a rod if possible. Then at each of these points measure vertically using a rod or steel tape to the point of interest, for example position of the purlin, top and bottom of the collar, and ridge. Try to measure the depth of the blade forming the truss at its base and at the top. As with your plan, record your measurements at right angles to the direction of measurement.

Rough sketch of roof truss with measurements



Finished drawing of roof truss



(d) Details

In some instances important details on all floors should be recorded and drawn, usually at a scale of 1:50 or larger if thought necessary. Such details might include staircase balusters and handrail section, unusual chamfer stops on beams or joists, ornamental plasterwork, inscriptions, datestones or the important fireplaces in the house. Hinges, handles and other door and window furniture can be recorded on the separate form (see Appendix C) if wished.

6. Completing the Scale Drawings

(a) Plans

These are usually completed at a scale of 1:100, and it is recommended that they are first drawn in pencil before being completed in ink. The person making the plans, elevations or sections in the field should be responsible for making the finished drawings. It is good practice to do this as soon as possible while he/she can still picture the building. A few digital photographs can prove of real value in this respect. Using a sheet of A4 paper, preferably fixed to a board with drafting tape, draw a line parallel to and about 5 centimetres from the lower edge of the paper. Draw this the full width of your sheet so that you can centre your drawing. At a scale of 1:100, therefore, a building with an overall length of 1700 centimetres (17 metres) will be represented by a line 17 centimetres long on your drawing. Using a scale rule make a mark at 0 and 17cm on the baseline. Establish the thickness of the front wall from your sketch – say 30cm – and draw a parallel line to the baseline 0.3cm above the first. You can now mark in the position of ground floor windows and doors taken from your measurements along the outer wall. To record the inside of the wall, start at the front door and, working steadily along, mark in the inside measurements of the openings and the point at which the next internal wall begins. If you decided that all the walls were at right angles, then, using a square, draw lines at right angles to the front wall at the appropriate points, measure off the length, a second right angle and so on until the outline of your room is complete. You will then need to indicate the presence of beams, fireplaces, doorways and other features. If your room was not square you should use the diagonal measurements that you have taken. Using a pair of compasses make the intersecting arcs from the inside of the front wall. The point of intersection is the next corner. Complete the walls of the room in a similar fashion.

Continue to work through the house completing all the rooms and making sure all the points noted on your sketch plan have been transferred to your scale drawing.

Drawings are normally completed according to the Architectural Drawing Conventions published by English Heritage.* For example, overhead beams are represented by broken lines, and a step up or down should be a continuous line drawn in a finer line and crossed by an arrow pointing in the upward direction. With stairs, it is practice to draw them in up to waist height and end with a broken diagonal. The conventions show examples of all these and many more together with the recommended thickness of lines on the finished drawing – see ‘Finished Drawings’ below.

(b) Elevations

Again, these are usually drawn to a scale of 1:100. When drawing up the elevation, work as you measured from your baseline, wherever that was. Draw a line to represent this at a suitable distance from the bottom of your sheet of A4 paper, as for the plan. Work from this line but omit it from the final drawing. Starting at the left hand side mark in the corner of the building and draw a vertical line to represent the height of the front wall. Moving along the horizontal, measure in all the features

---

* The Architectural Drawing Conventions can be found in English Heritage’s publication *Understanding Historic Buildings: A Guide to Good Recording Practice* (2006), which is available for downloading in three parts from the English Heritage web site. Part 2 includes the drawing conventions. See the YVBSG website at www.yvbsg.org.uk/recording.htm for links to this document.

that you have noted on your sketch: ground and upper floor windows, doorways and chimneys. Don't forget that a feature nearer or further away from you, for example a bay window, is not drawn larger than the main building. When your drawing is complete, check the elevations against each other if you have more than one of the same house, to make sure appropriate corners are of the same height. Perhaps more importantly, check the elevations against the plan. Are the windows in the same relative positions, and does the front door line up?

(c) Sections

Roof sections, and sections through a building, if made, are usually drawn at a scale of 1:50. The method of completing the drawing is the same as used for elevations: draw in your baseline and measure in from that the vertical heights taken to fix the positions of purlins, joints and braces.

(d) Details

Finished drawings of any details that you think are worth making are drawn at a scale to show the degree of detail required. As on all drawings it is important to ensure that the scale of your drawing is clearly shown.

7. Finished Drawings

When all your drawings are complete in pencil, carefully check them against your rough drawings and against each other if necessary. The next stage is to produce a more permanent record by taking a sheet of tracing paper and taping it over the pencil drawing so that you can make a clean copy in black ink using a drawing pen and ordinary ruler. Following English Heritage's Architectural Drawing Conventions, use the appropriate line thickness and convention for walls, windows and other features.

Make sure that you mark in the appropriate scale on each of your drawings together with the name and grid reference of the building. The drawing should be given a suitable title, for example 'Ground Floor Plan' or 'East Elevation'. Finally, add the date the building was *recorded* and your initials.

Drawings are usually left free of notes or comments although this is not a hard and fast rule. If a note helps to explain a detail on a drawing it should be added such that it does not obscure the drawing itself.

When complete, the drawings are usually sent to the person writing the report so that they can ensure that every aspect of the building is covered either in the drawings or in the written text.

8. Final Report

The final report should be compiled using the guidance (Appendix D) and Cover Form (Appendix E). If possible this should be done electronically – a Microsoft Word document is the preferred format. It should be sent to the Group Archivist together with a note of the names of the owner/ occupier and the survey team. The team leader should ensure the occupier has read the *Guidance for Householders* and is happy for the report to be in the public domain. If the owner wishes the report to only be available in the Group's Archive please notify the Archivist. To avoid loss it is desirable for the team leader to keep a final copy until the report has been accessioned and distributed.

© *Yorkshire Vernacular Buildings Study Group*

APPENDIX A

Building Survey Sheet

Modern county:	Name of building:	National Grid Ref:
	Owner or occupier:	
Historic county:	Address: Postcode:	Building listed? Grade:

Date of record:

Names of recorders:

DESCRIPTION

1. Building type/purpose

2. Materials

3. Exterior detail (especially detail not clear on drawings, eg label moulds, sections of mullions)

4. Interior detail (especially detail not clear on drawings, eg chamfer stops)

5. Plan form

DATING

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

7. Major extensions or alterations

SETTING

8. Orientation

9. Relationships

OTHER INFORMATION

10. Initials/Datestones

11. Oral information from owner/occupier

12. Documentation: maps, inventories etc

13. Plans etc annexed (please tick)

☐ - block plan of site
☐ - ground floor plan
☐ - first floor plan
☐ - analytical plan
☐ - elevations
☐ - sections
☐ - detail drawings
☐ - photographs
☐ - copies of inventories, maps etc
☐ - oral information
☐ - others (please list)

APPENDIX B

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 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.)

APPENDIX C

Fixtures and Fittings

Hinges, handles and other door and window furniture

Address where found:

_____ Parish _____
Grid Ref _____
Report No _____
_____ Recorded by _____

Type of building: ☐ Domestic ☐ Municipal
☐ Agricultural ☐ Industrial
☐ Other (please specify): _____

Where on building: ☐ External ☐ Internal

Brief description of location (eg on outside of southern barn door): _____

_____

Date of fixture: _____

Evidence for date: ☐ Datestone ☐ Inventory ☐ Other Document

Material: ☐ Cast Iron ☐ Brass ☐ Other
☐ Wrought Iron ☐ Wood ☐ Not identified

Photo, drawing or rubbing (with scale):

APPENDIX D

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.

REPORT COVER FORM

APPENDIX E

Modern County/Historic County

Office Use

Parish/Township

Name of Building

National Grid Ref

Building Listed ? Yes – Grade ☐ No ☐

Date of record; names of recorders

Plans, drawings and other documents attached to this report (please tick)

☐ - block plan of site
☐ - ground floor plan
☐ - first floor plan
☐ - analytical plan
☐ - elevations
☐ - sections
☐ - detail drawings
☐ - photographs
☐ - copies of inventories, maps etc
☐ - oral information
☐ - others (please list)

DATING – identify and indicate a likely date for the oldest part of the building and any major alterations and extensions. Note any datestone or initials

PLAN FORM – Identify original plan and note changes made

SUMMARY OF DESCRIPTION AND INTERPRETATION
Include the type of building; walling and roofing materials; setting; orientation, and relationship with other buildings; other information, analysis and interpretation (Use a separate sheet for detailed notes on features, fixtures, fittings)