

MAINTENANCE PLAN

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A maintenance plan is a document that includes background information about the property, a schedule for regular maintenance, and a record of work completed.

Maintenance preserves the integrity of a property's historic and character-defining features.

It also prevents major building system failures and provides a safe environment for the occupants.

Maintenance plans help record the history of a building and can help identify original elements vs. later work.

A building maintenance plan typically contains the following sections:

- Description of character defining features and materiality
- Construction chronology
- Photographs and drawings of the building
- A maintenance schedule
- Records of completed work



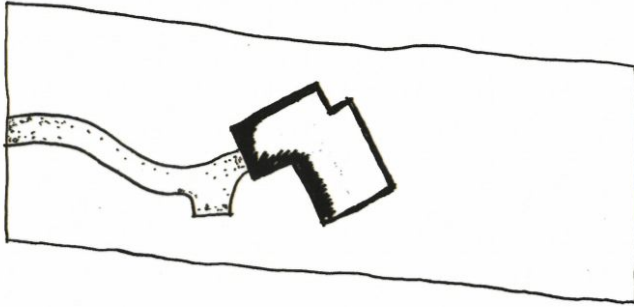
CHARACTER DEFINING + ORIGINAL FEATURES



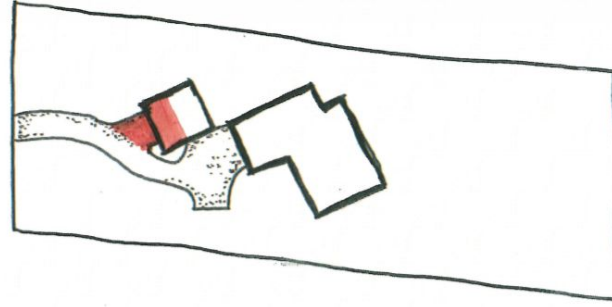
- Butterfly Roof
- CMU horizontal styling
- Original Windows
- Interior Soffit Lighting
- Original Cabinetry
- Hearth
- Wood paneling
- Glass Block



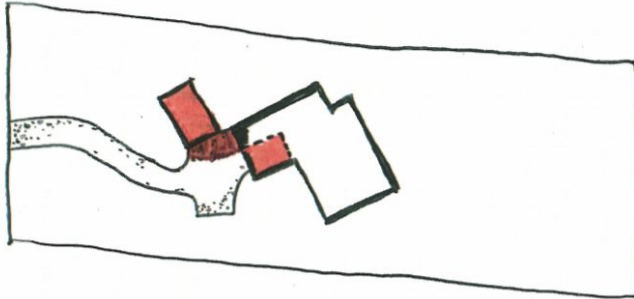
CONSTRUCTION CHRONOLOGY



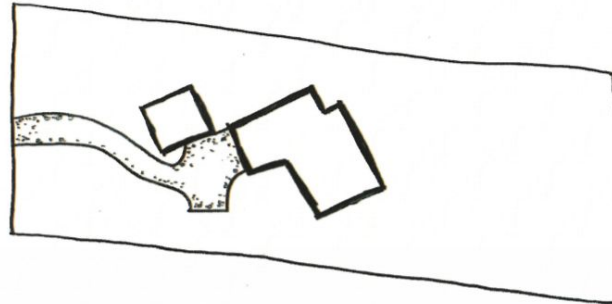
1951 Site Plan – Single Family Home with attached garage



Prior to 2007 Site Plan – Detached garage is expanded by 250 square feet, second entrance to garage is added, driveway is modified.



1974 Site Plan – Attached garage converted to bedroom/bath Suite and detached garage built, driveway modified



2009 Site Plan- Second entrance to detached garage is infilled with concrete block, reverting entry into the garage to 1974 condition. Driveway is modified.

SCHEDULING MAINTENANCE

- Maintenance should occur regularly, but some items don't need to be inspected on a daily or weekly basis
- Determine the general details of each maintenance task, including priority
- Identify the location of material in need of repair
- Log a summary of the work, cost, and any other relevant details



Feature	Material	Minimum Inspection Frequency	Inspection and Repair Recommendations	Season	Location
Roof	Rubber	Annually	Look for loose or damaged roof material, or pooling of water. Replace roof every 25-30 years.	Spring or Fall; every 5-7 years by roofer	Exterior, Roof
Chimney	Masonry	Annually	Have chimney professionally cleaned annually	Fall, prior to heating season	Exterior, Roof Interior, Living Room
Roof Drainage	Aluminum Gutters and Leaders	Monthly, and after major weather events	Inspect gutters regularly during spring and fall and clear any debris that may prevent drainage. Inspect nearby material for organic growth that may suggest leaks.	Before and After rainy season, during/after heavy rain event	Exterior, various locations including edges of roof
Exterior Walls	CMU with parging and elastomeric coating	Annually	Inspect coatings and masonry for cracks, flaking, etc. particularly around openings such as windows. Repair masonry and/or replace coatings as necessary	Spring	Exterior of house and garage
Windows	Aluminum, Glass, Glazing compound	Annually	Inspect gaskets for deterioration, inspect panes for cracks, chips, or other damage, clean window tracks to keep windows operable. Replace deteriorated glazing compound and other materials as necessary.	Spring	Exterior and Interior inspections necessary
Foundation and Grade	CMU	Annually	Inspect foundation for cracks, leaks, and other signs of deterioration. Repair as necessary	Spring, after freeze/thaw cycles have finished	Exterior

DEFERRED MAINTENANCE



Deferring regular maintenance and repairs may cause irreparable damage to the historic fabric and character of the building

Understandably, immediate repairs may be too costly to undertake when they are discovered, but should be addressed as thoroughly as possible as funds become available

Compatible substitute materials may be acceptable in cases where original materials are too difficult to acquire

RESOURCES

Chambers, J. Henry. *Cyclical Maintenance for Historic Buildings*. Springfield, VA: National Technical Information Service, 1987.

Simonson, Kaye Ellen. *Maintaining Historic Buildings*. Washington DC: US Department of the Interior, 1990.

“Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings.” National Parks Service. U.S. Department of the Interior. Accessed April 29, 2020.

<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exterior.htm>.

“Preservation By Topic, Technical Preservation Services, National Park Service.” National Parks Service. U.S. Department of the Interior. Accessed April 29, 2020. <https://www.nps.gov/tps/how-to-preserve/by-topic.htm>.