



## Writing a scope of work

The following examples are provided for your convenience. This document may not be submitted as an application or as an attachment to an application. It is merely intended to provide a list of probable work items and sample descriptions. Use the Secretary of the Interior's *Standards for Rehabilitation* and *Guidelines for Interpreting the Standards* for addition items.

Please make sure to cover such interior features as mantles, baseboard, doors, trim, decorative plaster, etc. These features should be retained in place. Where this is not possible because of removal of walls, please state how these features will be reused within the building or stored for future use or reference. (Plaster may not be removed from masonry walls/for the sole purpose of exposing the masonry as a decorative interior finish. Exposing brick that was never exposed will cause your project to be denied.)

### EXAMPLES

The following are samples of how work write-ups can be written so as to be understood by the project reviewer. Terms such as “restore” can mean different things to different people so it is important to clearly explain the treatments proposed.

Each project is evaluated individually and what is permitted on one project may not necessarily be permitted on another.

#### **Describe existing feature and its existing condition**

Exterior **foundation** is crumbling or is non-existent

**Weatherboards** are cupped and or missing where noted

**Porch** is in deteriorated condition. Posts/columns are missing. Steps are broken.

**Window** sash and frames are loose on 30% of the windows glazing beading has dried out

#### **Describe work and impact on the feature**

*repair* and rebuild piers; level; replace joists and sills to support structure

*repair; repair*/replace with new to match; repaint or refinish

*repair* posts/columns, steps, brackets, ceiling, decking, balustrades, handrail, balusters; replace to match with like materials

*repair* original windows. Replace in-kind all sills, muntins, frames, sash, etc. that are beyond repair. Replace frames and sash to match where beyond repair. See attached window survey, shop drawings and existing sections and profiles.

**Exterior doors** are missing or falling apart

*repair* existing original doors; replace missing doors to match original; add new doors of type \_\_\_ as indicated on plans.

**Shutters** are missing

*repair*; replace to match existing where beyond repair.

**Paint** is peeling and alligating.

clean, scrap, sand, prime and paint exposed *wood* surfaces. (Do not paint unpainted masonry; do not sand blast any surface; do not pressure wash any surface and do not substitute water blasting for sanding.)

**Trim** is missing

*repair*; replace to match existing; add new trim as indicated on plans.

**Roof** is in deteriorated condition

*repair* frame; *repair* roofing or replace in-kind with \_\_\_.

**Gutters**, down spouts are leaking and water is penetrating existing masonry/wood

*repair*; replace with new gutters to match

**Interior plaster** is cracked, large sections are missing and has water damage

*repair* plaster by adding skim coat; if irreparable then replace with gypsum board no thicker than the original plaster

**Wallpaper** is peeling

remove old wallpaper and canvas, Saving samples of old wallpaper; hanging new wallpaper

**Floors** are uneven, and have been covered with carpeting

remove carpeting; refinish *wood* floors by sanding and applying \_\_\_\_; add tile, slate and vinyl in kitchen and bathrooms

**Millwork**

*repair* all trim, mantles, doors; replacing irreparable doors/trim/mantles in kind or to match existing.

**Partition walls**

removing non-historic partition walls per plan. Adding new partitions per plan. (Do not remove any partitions before discussing with SHPO office; historic primary rooms must be left intact.)

**Interior paint** is peeling from *trim* and walls.

scrap, prime, and repaint *trim* and repaint walls. (Painted wood should remain painted and unpainted wood should be left natural.)

**Kitchen and bath** fixtures are broken

adding new fixtures to meet code per plan; *repairing* cabinets, etc.; installing handicap grab bars

**HVAC, electrical and plumbing** systems to not meet code

rewire and replumb to meet code; adding new lighting fixtures, hot water heaters, and heating systems; adding new ductwork in the attic and under the floor per plan.

**Additional Items for Commercial Buildings**

**Exterior** wall of building has accumulations of dirt and peeling paint

cleaning building with gentlest means necessary; remove paint with \_\_\_\_\_. (Do not use high pressure water to remove paint. Masonry should not be pressure washed at anything over 200 psi and wooden siding should never be pressure washed.)

**Masonry joints** are deteriorated and water is penetrating the

repointing mortar with appropriate mortar mix per Preservation Brief #2, replacing deteriorated brick to match existing

**Storefront** was been replaced  
sometime in the past

*repairing* existing storefront;  
removing non-historic storefront and  
replacing with new compatible  
storefront; installing new storefront  
matching historic photograph;  
installing new aluminum storefront  
with baked enamel finish to match  
typical historic storefront  
configuration per plans

**Transom windows** are broken and/or  
Missing

*repairing* existing transom;  
installing new transom to match  
original configuration;

**Front door** has been replaced

*repair* existing door; replacing  
existing door to match  
original/typical; rehang existing  
door to meet code

Contemporary **sign** is  
incompatible with the building

installing *wood*/metal signs in facade  
as shown on attached plans

**Handicap ramp**

installing handicap ramp per code to  
access building

**Awning** is torn and broken

*repair* awning; install awning typical  
of the period as shown on plans

A second means of **egress** is  
needed per code

installing new fire stair per drawings

**Elevator** is out of date and does  
meet code

installing new elevator cab as per not  
plans

**Partition walls**

installing new partition walls to  
create new apartments/office units  
per plan

**Atrium**

creating atrium per plan and  
elevation drawings (atriums are not  
permitted in commercial buildings or  
small warehouses that currently  
have visible lighting)

Existing **skylights** are covered

remove covering around skylights;  
*repairing* materials; adding new  
skylights per plan (Skylights must  
not be visible from the street)