



Village of Roslyn Historic District Board

GUIDELINES FOR EXTERIOR MAINTENANCE



The wood base is in contact with the concrete foundation. Regular wood dampness can eventually lead to rot and deterioration.

PURPOSE

These *Guidelines* were prepared to assist property owners with information regarding exterior building maintenance to encourage the continued preservation of their property. They are not intended to replace consultation with qualified architects, contractors and the Historic District Board (HDB). The HDB will be happy to provide a preliminary consultation addressing design or materials issues to potential applicants free of charge.

These *Guidelines* were developed in conjunction with the Incorporated Village of Roslyn's Historic District Board (HDB). The HDB reviews Permit applications for proposed exterior alterations to properties within the Historic District. The applicant is responsible for complying with the provisions of the Zoning and Building Codes at the time of application. The applicant must obtain all necessary permits prior to proceeding with any work. For more information, or to obtain permit applications, please call the Building Department at (516) 621-1961.

Please review this information during the early stages of planning your project. Familiarity with this material can assist in moving a project quickly through the approval process, saving applicants both time and money. Additional *Guidelines* addressing other historic building topics are available at Village Hall and on its web site at www.historicroslyn.org.

BUILDING MAINTENANCE

The historic architecture of the Village of Roslyn features a well-constructed housing stock of mid-eighteenth through mid-twentieth century buildings. Many of these homes continue to serve Village residents because they have been maintained by previous and present owners.

A home is typically a family's largest single investment. One of the best ways to help a property retain its value in the marketplace is to implement a regular and preventive maintenance schedule. Unlike the buyer of an automobile, a new homeowner is not provided with an operator's manual or warranty book outlining a recommended maintenance schedule. As a result, many homeowners do little or no regular maintenance or repair until a serious problem develops. When the problem is finally noticed, the associated repairs can be significantly more involved and costly to address.

The exterior envelope of a building is made up of the roof, walls, windows and doors. These components act together as a system to protect the interior from exterior environmental extremes. Some of the environmental influences affecting the exterior building envelope include:

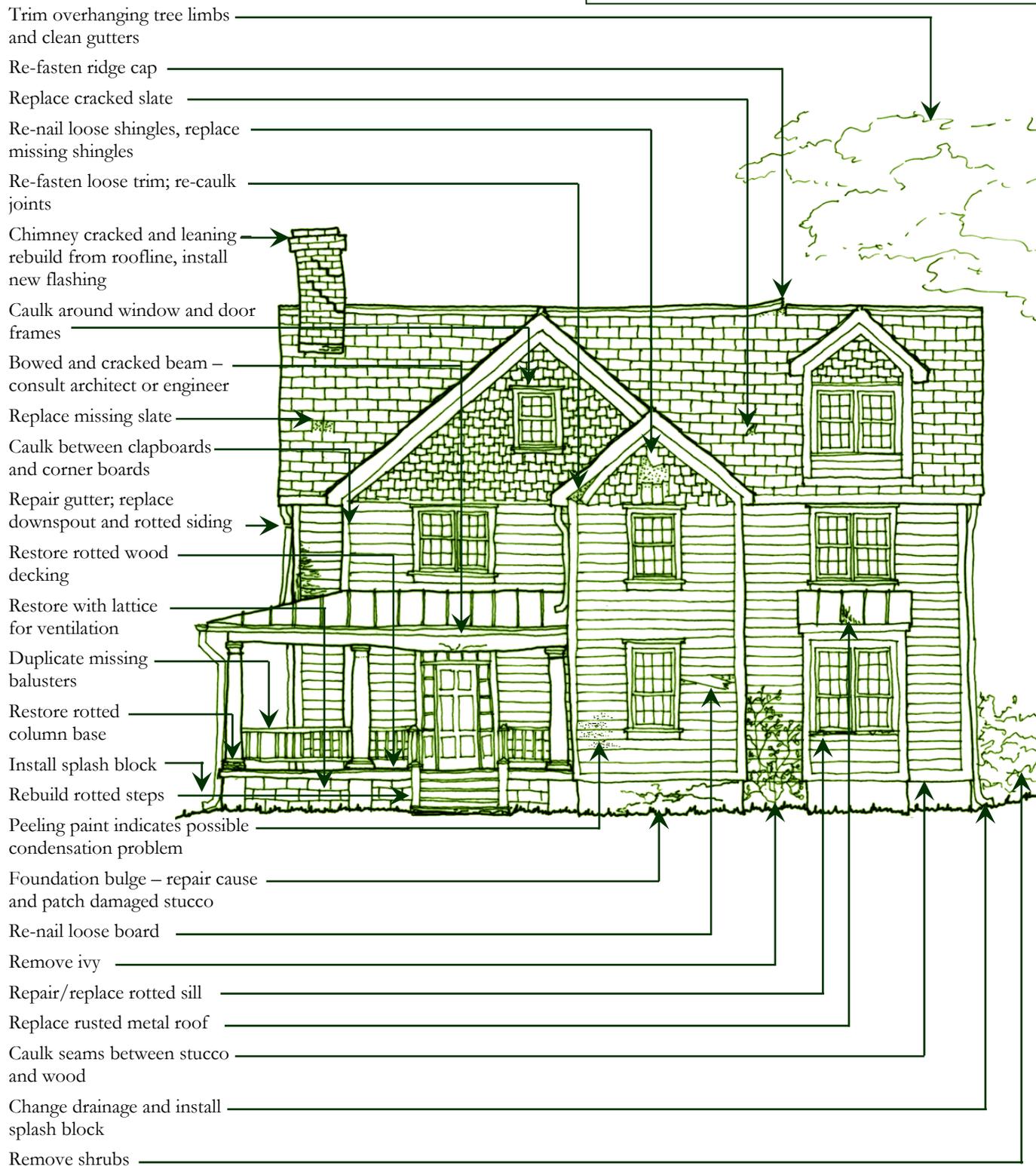
- Moisture, rain, snow, ice, humidity, groundwater
- Wind
- Sunlight
- Temperature variations
- Atmospheric chemicals and acid rain
- Insects, birds and rodents
- Vegetation, molds, algae and fungi

All building materials, new or old, will deteriorate over time. Each of the environmental influences listed above, individually and in combination, has the potential to react differently with the materials that compromise a building's exterior envelope and cause deterioration. The potential reactions are further complicated by the way the materials are installed and joined together. However, by implementing a regular maintenance and repair program, the rate of deterioration can be dramatically slowed, allowing the Village's historic buildings to last for centuries.

TYPICAL BUILDING MAINTENANCE NEEDS

General:

Scrape all loose paint; prime bare wood and metal; re-paint with historically appropriate colors





The regular cleaning of gutters and downspouts is one of the most effective preventive maintenance tasks. Clean gutters and downspouts provide a means for moisture that accumulates on the roof to be directed away from the building without causing damage. This gutter is filled with leaves, twigs and debris preventing clear drainage and allowing water to overflow the gutter and damage exterior wall surfaces. Gutters and downspouts should be cleaned at least twice each year to minimize potential problems.

MAINTENANCE IS PRESERVATION

Regular maintenance helps to preserve buildings and property, protect real estate values and investments, and keeps the Village of Roslyn an attractive place to live, work and visit.

Lack of regular upkeep can result in accelerated deterioration of building elements and features. Small openings or unpainted surfaces can allow moisture penetration and eventually rot. In the case of historic buildings, these features often represent character defining elements that are difficult and costly to replace. Long-term lack of maintenance can impact a building's structure, resulting in expensive repairs.

It is prudent for property owners to inspect their properties regularly to identify potential problems. If problems are detected early, smaller investments of money may not only improve a property's overall appearance and value, but also can prevent or postpone extensive and costly future repairs. Regular maintenance items typically include painting, and cleaning gutters and downspouts. It is also prudent to inspect the roof and any signs of moisture infiltration, open joints, and cracks or bulges.

The HDB encourages:

- Semi-annual reviews of buildings and structures to identify maintenance and repair needs
- Prolonging of the life of original materials on historic structures through regular maintenance
- Avoiding replacement of original materials with newer materials

REPAIRS AND REPLACEMENT

When it is no longer feasible to maintain a historic feature, repairs or replacement in-kind may be necessary. Repairs maintain the building in its current condition while making it weather-resistant and structurally sound, concentrating specifically on areas of deterioration. Similar to maintenance, repair costs and effort can be minimized if the problem is addressed quickly, preventing or postponing costly future repairs. As an example, it might be possible to repair an existing wood window rather than incur the much higher expense of replacement windows.

When repair is not possible, the HDB encourages replacement in-kind. Although it is tempting to install newer materials such as vinyl siding or replacement windows, many of these materials are not compatible with historic building systems and can lead to costly future repair needs or an ongoing replacement schedule. In the case of vinyl siding, it can trap moisture within a wall cavity and rot the structural framing.

The HDB encourages:

- Non-intrusive repairs, focused at deteriorated areas, stabilizing and protecting the building's important materials and features
- When repair is not possible, replacement in-kind to the greatest extent possible, reproducing by new construction the original feature exactly – using similar techniques to match the original material, size, scale, finish, detailing and texture
- When replacement in-kind is not possible, the use of compatible materials and techniques that convey an appearance similar to the original feature, similar in design, color, texture, finish, and visual quality to the historic elements

The HDB discourages:

- Introducing modern materials that can accelerate and hide deterioration
- Removing or encapsulating decorative building features such as brackets, spindles, cornices, columns, posts, etc.

HIRING A CONTRACTOR

- All contractors are not necessarily experienced in all materials or working with historic buildings
- Verify extents of warranty for materials and labor
- Check references, especially from 5 years prior, to understand how well their work has held up

SAFETY PRECAUTIONS

Repair and maintenance of a building can potentially be dangerous work. It is recommended that all manufacturers' recommendations be followed and appropriate safety precautions with ladders, tools, materials and processes be taken. Property owners should consult a professional for work that is unfamiliar or potentially unsafe.

Older buildings can have dangerous materials such as asbestos, lead, radon and mold that might be uncovered during work. Property owners should familiarize themselves with these materials and their building's conditions before beginning work. Information about common hazardous materials can be found by contacting the following organizations:

Asbestos

US Environmental Protection Agency Hotline:
(800) 368-5888

www.epa.gov/asbestos

New York State Department of Health:
(800) 458-1158

www.health.state.ny.us/nysdoh/asbestos/asbestos.htm

Lead

National Lead Information Clearinghouse:
(800) 424-LEAD – www.epa.gov/lead

New York State Department of Health:
www.health.state.ny.us/environmental/lead

Radon

The National Safety Council's Radon Hotline:
(800) SOS-RADON
www.epa.gov/radon

New York State Department of Health:
(800) 458-1158 (ext. 27556)

www.health.state.ny.us/nysdoh/radon/radonhom.htm

Mold

Indoor Air Quality Information Clearinghouse:
(800) 483-4318

www.epa.gov/iaq/molds/index.html

New York State Department of Health:
1-800-458-1158 (ext. 27800)

www.health.state.ny.us/nysdoh/indoor/mold.htm

For additional questions or information, please contact Village of Roslyn's Building Department at (516) 621-1961 for general questions, or your personal physician for health-related concerns.

BUILDING CODES

In the completion of construction projects, Village of Roslyn refers to the *International Residential Code, IRC*, for residential projects. The intent of the *Codes* is to protect the public health, safety and welfare of citizens against the hazards of inadequate, defective or unsafe conditions. The *Codes* address the interior and exterior conditions of buildings, building systems, and the surrounding property.

For specific information regarding the applicable codes for your project, please contact the Building Department at (516) 621-1961.

DEMOLITION BY NEGLECT:

The destruction of a building or structure caused by the failure to perform maintenance over a long period of time.

PREVENTIVE MAINTENANCE CHECKLIST

The following pages include preventive maintenance checklists to assist property owners in recording the current condition of their building as well as keep track of maintenance tasks as they are performed.

The checklists refer to typical problems associated with various materials and recommended actions. The checklist should be modified to address the specific materials found at each property. If a building has serious problems, a more detailed inspection can be performed by a qualified architect or engineer who can recommend an appropriate treatment approach.

It is recommended that homeowners conduct property reviews at a minimum each spring and fall. The spring review will help identify work that should be completed during the warm weather months while the fall review will assist in the weatherization of a property before winter and the identification of projects to be scheduled for the following year. Areas of deterioration or problems should be photographed during each inspection. Dating of the photographs can help document an ongoing problem's progression and assist in planning future repairs. Please refer to Page 14 for information on creating a Maintenance Manual.

For more specific information regarding the various materials identified, please refer to the individual topic-specific *Guideline* brochures available at the Village's Building Department or on the Village web site at www.historicroslyn.org.



The mineral granules on the asphalt shingles have almost completely worn away. Portions of shingles have broken off and can be found in the gutters and on the ground. Prior patching is evident at the edge of the roof. The top of the roof curves down from the chimney, a possible indication of a structural problem.



Slates are cracked, dislodged and missing. Some of the surfaces are delaminating. Approximately 25 to 30 percent of the slates on this roof are either missing or damaged. Given the pervasiveness of the problems, considering roof replacement would be appropriate.

ROOFING AND RELATED ROOFING ELEMENTS CHECKLIST

As a general rule, roofing and the related elements should be reviewed every spring and fall, corresponding with the regular cleaning of leaves and debris from gutters and downspouts. In addition, it is best to review the gutters, downspouts and attic areas during a rainstorm to determine whether they are functioning properly. Flat roofs are best reviewed immediately following a rainfall to determine whether standing water or ponding is present. Great care should be taken when reviewing or maintaining roofs since they are potentially dangerous, particularly when wet.

If there are questions regarding whether the severity of deterioration warrants replacement of an element, consultation with a professional is recommended. It is usually less costly to fix a small problem than to delay action resulting in more extensive deterioration and repair needs. For further information, please refer to the *Guidelines for Roofing*.

MATERIAL / LIFE SPAN	INSPECTION REVIEW	RECOMMENDED ACTION
Slate and Terra Cotta Tile 50+ years	<ul style="list-style-type: none"> Laid on open sheathing or batten strips – verify from attic Broken or missing slates or tiles Units delaminating or flaking apart Slate or tile particles in valleys, gutters and the base of downspouts 	<ul style="list-style-type: none"> <input type="checkbox"/> If not, provide proper ventilation in attic <input type="checkbox"/> Re-attach, re-secure or replace loose or missing units in kind <input type="checkbox"/> Replace deteriorated individual units in-kind <input type="checkbox"/> Consider roof replacement when over 20% of units are split, cracked, missing or deteriorated
Asphalt Shingles 20+ years	<ul style="list-style-type: none"> Mineral granules in gutters and at the base of downspouts Mineral granules almost totally worn off single surface Edges of shingles look worn Nails popping up Moss or mold forming on roof surface 	<ul style="list-style-type: none"> <input type="checkbox"/> Replace deteriorated individual units in-kind <input type="checkbox"/> Consider roof replacement when over 20% of units are split, cracked, missing or deteriorated <input type="checkbox"/> Re-fasten or replace affected nails <input type="checkbox"/> Clean and treat surface to inhibit future growth <input type="checkbox"/> Trim back overhanging tree limbs to allow sun to hit roof surface

MATERIAL / LIFE SPAN	INSPECTION REVIEW	RECOMMENDED ACTION
Metal Roofs 60+ years	<ul style="list-style-type: none"> • Substantial number of rust or corrosion spots • Signs of previous tar patch jobs <ul style="list-style-type: none"> • Punctures in the metal • Broken joints or seams <ul style="list-style-type: none"> • Spring in surface of flat metal roof • Ponding or standing water on surface 	<ul style="list-style-type: none"> <input type="checkbox"/> Tin, terne coated steel and terne coated stainless all need regular repair and painting every 5-10 years and can last indefinitely if properly maintained <input type="checkbox"/> Attempt patching with compatible materials if area of deterioration is isolated <input type="checkbox"/> Consider roof replacement if deterioration is substantial or prevalent <ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching or re-soldering with compatible materials if area is isolated <input type="checkbox"/> Consider roof replacement if deterioration is substantial or prevalent – verify condition of roof substrate <ul style="list-style-type: none"> <input type="checkbox"/> Consider roof replacement if deterioration is substantial or prevalent
Wood Shingles or Shakes 30+ years	<ul style="list-style-type: none"> • Laid on open sheathing or batten strips – verify from attic <ul style="list-style-type: none"> • Moss or mold forming on roof surface <ul style="list-style-type: none"> • Cupping or warping of wood • Individual shingles or shakes are split or uniformly thin from erosion 	<ul style="list-style-type: none"> <input type="checkbox"/> If not, provide proper ventilation in attic <input type="checkbox"/> Clean and treat surface to inhibit future growth <input type="checkbox"/> Trim back overhanging tree limbs to allow direct sunlight onto roof surface <input type="checkbox"/> Replace deteriorated shingles or shake in-kind <input type="checkbox"/> Consider roof replacement if deterioration is substantial or prevalent
Flat Roofs	<ul style="list-style-type: none"> • Bubbles, separation or cracking of the asphalt or roofing felt • Roof feels loose or squishy underfoot • Water ponding on roof • Mineral graduals or gravel worn away • Roofing felt looks dry or cracked 	<ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching of seams with compatible materials if area is isolated <input type="checkbox"/> Consider roof replacement if deterioration is substantial or leaking is observed – verify condition of roof substrate
Flashing (Formed sheet metal at joints or intersections to prevent moisture penetration)	<ul style="list-style-type: none"> • Loose, corroded, broken or missing flashing • Roofing cement or tar on flashing • Un-caulked openings or gaps at the tops of flashing • Vertical joint does not have both base and counter flashing 	<ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching with compatible materials if area of deterioration is isolated <input type="checkbox"/> Consider roof replacement if deterioration is substantial
Roof Projections (Dormers, vent pipes, cupolas, TV antennae, lightning rods, weathervanes)	<ul style="list-style-type: none"> • Connections around roof projects are not properly flashed and watertight 	<ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching with compatible materials if area of deterioration is isolated <input type="checkbox"/> Consider flashing replacement if deterioration is substantial

MATERIAL / LIFE SPAN	INSPECTION REVIEW	RECOMMENDED ACTION
Chimneys	<ul style="list-style-type: none"> • Flashing around chimney is not watertight • Mortar joints in chimney badly weathered • Masonry or stucco coating is cracked or crumbling • Chimney is leaning 	<ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching with compatible materials if area of deterioration is isolated <input type="checkbox"/> Re-point deteriorated or open mortar joints <input type="checkbox"/> Consider replacement if deterioration is substantial – replacement might necessitate chimney rebuilding from the roof surface up, attempt to replicate all chimney detailing in reconstruction
Gutters and Downspouts	<ul style="list-style-type: none"> • Clogged gutters or downspouts • Rusty, loose, askew or tilting gutters or downspouts • Open or missing seams in hanging gutters • Broken seams in metal lining of built-in box gutter • Water ponding adjacent to foundation 	<ul style="list-style-type: none"> <input type="checkbox"/> Install an appropriate chimney cap for the building style <input type="checkbox"/> Install a chimney liner if wood-burning fireplaces are used or if masonry inside of flue is crumbling <input type="checkbox"/> Review roof drainage during a rainstorm – water should collect in gutters and flow through downspouts without “spilling over” roof edge <input type="checkbox"/> Clean out debris at least twice each year, in the spring and fall, or more based upon accumulation <input type="checkbox"/> Install metal screens over length of gutters and/or strainers over downspout locations <input type="checkbox"/> Attempt repair or patching with compatible materials if area of deterioration is isolated <input type="checkbox"/> Consider gutter or downspout replacement if deterioration is substantial <input type="checkbox"/> Re-solder open joints <input type="checkbox"/> Consider gutter and downspout replacement if deterioration is substantial <input type="checkbox"/> Verify water from exiting downspouts is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts <input type="checkbox"/> Re-grade area at foundation to direct ground water away from building



The alligatoring roof surface indicates roof deterioration and possible need for replacement.

The downspout is discharging immediately adjacent to the building onto a concrete surface. The storm water splashing onto the concrete surface can saturate the masonry wall.



EXTERIOR WOODWORK CHECKLIST

As a general rule, exterior woodwork should be reviewed every spring and fall. The spring review will alert a property owner to damage that occurred over the winter months and allow for immediate repair. The fall review allows a property to be weatherized for winter and allows planning for spring repair and painting.

If there are questions regarding whether the severity of deterioration warrants replacement of an element, consultation with a professional is recommended. For further information, please refer to the *Guidelines for Exterior Woodwork* and *Guidelines for Windows & Doors*.



The siding staining is an indication of mold or algae growth. The shrubs should be removed or thinned to increase ventilation and allow sunlight to strike the wall. The siding is located only 2 to 3 inches above grade making it susceptible to water damage.

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Exterior Walls – General	<ul style="list-style-type: none"> • Exterior walls not plumb or vertically straight • Bulges visible at exterior walls • Doors and window frames out-of-square • Siding undulates 	<ul style="list-style-type: none"> <input type="checkbox"/> Can indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens
Wood Siding, Shingles and Decorative Woodwork	<ul style="list-style-type: none"> • Loose, cracked, missing or open joints at wood siding, shingles or decorative woodwork • Thin or worn shingles • Open joints around window and door frames • Open joints between dissimilar materials (such as wood siding and porch roof) • Mold or mildew on siding or trim, especially on north side or shady areas • Original siding or trim has been covered with vinyl or aluminum siding 	<ul style="list-style-type: none"> <input type="checkbox"/> Could lead to water infiltration and rot – repair or replace in-kind as appropriate <input type="checkbox"/> Apply caulk to open joints – verify compatibility with adjacent materials <input type="checkbox"/> Attempt patching with compatible materials if area of deterioration is isolated <input type="checkbox"/> Consider replacement in-kind if deterioration is substantial or prevalent <input type="checkbox"/> Re-caulk, repair or replace deteriorated flashing as appropriate – verify compatibility of caulk with adjacent materials <input type="checkbox"/> Indication of potential moisture problem – verify installation of sufficient vapor barrier in wall <input type="checkbox"/> Clean and treat surface to inhibit future growth – do not clean with high pressure water since this could result in more significant problems <input type="checkbox"/> Trim back shrubs and overhanging tree limbs to allow air circulation and sun to hit surface <input type="checkbox"/> Vinyl and aluminum siding and capping can trap moisture and hide rot and damage – if possible, vinyl or aluminum siding and capping should be removed and woodwork repaired

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Water and Termite Damage	<ul style="list-style-type: none"> • Signs of dirt veins on exterior walls, particularly near foundation, steps, under porches, etc. • Wood is soft when struck with a small blade or ice pick, particularly window sills, porches, steps, sills and siding (Refer to <i>Guidelines for Exterior Woodwork</i> for wood rot test) • Wood is located within 6 inches of ground • Vegetation, such as shrubs, are located immediately adjacent to foundation 	<ul style="list-style-type: none"> <input type="checkbox"/> Possible indication of termite damage, contact extermination company to determine if active infestation and extent of damage <input type="checkbox"/> Possible indication of wood rot or insect infestation – eliminate source of moisture to control rot and replace defective elements in-kind, contact an extermination company for potential infestation <input type="checkbox"/> Wood close to the ground can be a target for rot and termite infestation – review appropriate alternatives and conduct regular inspections <input type="checkbox"/> Vegetation can trap moisture in woodwork by blocking sunlight and air circulation – remove or thin vegetation close to a building or conduct regular inspections for rot behind vegetation
Windows and Doors (Refer to <i>Guidelines for Windows and Doors</i> for more information)	<ul style="list-style-type: none"> • Windows and doors do not fit or operate properly • Wood rot, particularly at sills and lower rails • Weather stripping is deteriorated or missing • Glass is cracked • Glazing putty is missing, cracked or deteriorated • Storm or screen windows or doors are missing, deteriorated or non-operational 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify whether frame is wacked or out-of-square – possibly an indication of differential or uneven foundation settlement <input type="checkbox"/> Verify whether windows are painted shut and hardware (including sash cord or chains) is operational <input type="checkbox"/> Repair or selectively replace deteriorated components in-kind <input type="checkbox"/> Following repairs, verify deteriorated areas are well painted and joints caulked <input type="checkbox"/> Replace with compatible weather stripping – weather stripping is typically located between the door and window and the frame as well as at the meeting rail (where the upper and lower sash abut) of windows <input type="checkbox"/> Replace glazing to match existing <input type="checkbox"/> Replace glazing putty – verify compatibility with adjacent materials <input type="checkbox"/> Repair deteriorated units as appropriate <input type="checkbox"/> Consider installing interior storm windows in lieu of exterior – interior storms can minimize potential condensation between the storm and window, reduce drafts, are virtually invisible, and make the exterior more attractive
Painting	<ul style="list-style-type: none"> • Chalky or dull finish • Paint surface worn • Peeling, curling and blistering 	<ul style="list-style-type: none"> <input type="checkbox"/> Surface cleaning might be all that is needed <input type="checkbox"/> If repainting, additional preparation might be required <input type="checkbox"/> Wood generally needs repainting every 5 to 8 years <input type="checkbox"/> Possible indication of a moisture problem – review drainage, potential leaks and whether there is a vapor barrier in the wall <input type="checkbox"/> Paint failures near roofs, downspouts and porch ceilings are often the result of drainage problems

EXTERIOR MASONRY AND STUCCO CHECKLIST

Almost all houses include some masonry, if not as a building wall material, then as a foundation or chimney. Since masonry is often used as part of the structural system for older buildings, it is critical that it be maintained to prevent serious problems. For the best results, it is recommended that all masonry and stucco repairs and cleaning be conducted between mid-April and mid-November to minimize potential spalling and problems associated with colder temperatures.

If there are questions regarding whether the severity of deterioration warrants replacement of an element, consultation with a professional is recommended. It is usually less costly to fix a small problem than to delay action resulting in more extensive deterioration and repair needs. For further information, please refer to the *Guidelines for Masonry & Stucco*.

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Exterior Walls – General	<ul style="list-style-type: none"> • Cracks in masonry wall 	<ul style="list-style-type: none"> <input type="checkbox"/> Can indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens <input type="checkbox"/> Vertical or diagonal cracks or cracks that split individual bricks or stones tend to represent a more significant problem such as differential settlement <input type="checkbox"/> Horizontal cracks or hairline cracks limited to mortar joints or individual stones or bricks tend to be less severe <input type="checkbox"/> Monitor and photograph condition after repair during each inspection to see if cracks return
	<ul style="list-style-type: none"> • Bows or bulges in wall plane • Leaning walls 	<ul style="list-style-type: none"> <input type="checkbox"/> Can indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens
	<ul style="list-style-type: none"> • Water ponding adjacent to foundation • Vegetation, such as shrubs, are located immediately adjacent to foundation • Damp walls • Moss or algae on masonry surface 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify water from exiting downspout is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts <input type="checkbox"/> Vegetation can trap moisture in masonry by blocking sunlight and air circulation – remove or thin vegetation close to a building or conduct regular inspections for algae and mold behind vegetation <input type="checkbox"/> Re-grade area at foundation to direct ground water away from building <input type="checkbox"/> Clean moss or algae from wall surface with low pressure water, with the possible use of gentle detergent and brushing
	<ul style="list-style-type: none"> • Efflorescence – water-soluble salts leached out of masonry and deposited on a surface by evaporation, usually as a white, powdery surface 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean efflorescence from wall surface with low pressure water, with the possible use of gentle detergent and natural bristle brush <input type="checkbox"/> Review area for possible additional sources of moisture
Mortar	<ul style="list-style-type: none"> • Soft and crumbling • Open joints or broken joint bonds 	<ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching with compatible mortar if area of deterioration is isolated – mortar should match original in appearance, profile, hardness and composition <input type="checkbox"/> Consider replacement if deterioration is substantial

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Stones and Bricks	<ul style="list-style-type: none"> • Spalling, chipping, flaking, cracking or crumbling of surface • Loose or missing stones or bricks • Pitted surface from sandblasting or pressure wash 	<ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching with compatible materials if area of deterioration is isolated <input type="checkbox"/> Consider replacement if deterioration is substantial <input type="checkbox"/> Masonry with a damaged surface is more likely to absorb moisture leading to accelerated deterioration – consult a professional and consider appropriate water repellent coating <input type="checkbox"/> Monitor and photograph condition to see if it continues to deteriorate <input type="checkbox"/> Review adjacent materials and interior finishes for signs of moisture infiltration and rot
Stucco	<ul style="list-style-type: none"> • Cracks in surface • Bulges in wall 	<ul style="list-style-type: none"> <input type="checkbox"/> Attempt patching with compatible stucco if area of deterioration is isolated <input type="checkbox"/> Consider replacement if deterioration is substantial <input type="checkbox"/> Substantial cracks might indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens <input type="checkbox"/> Verify keying of stucco to lath – if wall area moves when pushed, area of stucco is not bonded and should be replaced with compatible material to avoid potential surface collapse
Painted Masonry	<ul style="list-style-type: none"> • Chalky or dull finish • Peeling, flaking, curling and blistering • Paint surface worn 	<ul style="list-style-type: none"> <input type="checkbox"/> Additional preparation might be required prior to repainting <input type="checkbox"/> Possible indication of a moisture problem – review drainage, potential leaks and whether there is a vapor barrier in the wall <input type="checkbox"/> Paint failures near the roof edge, downspouts, porch ceilings and foundations are often the result of drainage problems <input type="checkbox"/> Similar to woodwork, painted masonry tends to need repainting every 5 to 8 years with compatible paint



Stone walls are an important historic feature in the Village of Roslyn. Large areas of missing mortar allow water to penetrate the wall and support plant growth. The moisture infiltration and plant roots can further deteriorate the wall by popping-out pointing mortar.

PROPERTY CHECKLIST

Exterior maintenance extends beyond a building's perimeter to include the surrounding property. Seasonal property maintenance includes cutting grass, raking leaves and shoveling snow. Larger maintenance issues include water management on the site, trimming trees and regular repairs to fences, walls, walkways and paved surfaces. For further information, please refer to the *Guidelines for Historic Landscapes*.

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Water Management	<ul style="list-style-type: none"> • Groundwater directed towards building foundation 	<ul style="list-style-type: none"> <input type="checkbox"/> Re-grade area at foundation to direct ground water away from building
	<ul style="list-style-type: none"> • Water ponding adjacent to foundation 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify water from exiting downspouts is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts
	<ul style="list-style-type: none"> • Vegetation, such as shrubs, are located immediately adjacent to foundation 	<ul style="list-style-type: none"> <input type="checkbox"/> Vegetation can trap moisture in wall surfaces by blocking sunlight and reducing air circulation – remove or thin vegetation close to a building or conduct regular inspections for rot, algae, fungus and mold behind vegetation
	<ul style="list-style-type: none"> • Tree limbs extend over roof 	<ul style="list-style-type: none"> <input type="checkbox"/> Consider trimming limbs away from house – they provide shade from the sun that can lead to the formation of moss, fungus, mold or algae; leaves and debris collect and clog gutters and downspouts; tree limbs have the potential to cause severe damage if they fall during a storm
Fences and Walls	<ul style="list-style-type: none"> • Wood fences 	<ul style="list-style-type: none"> <input type="checkbox"/> Check for deterioration and follow recommendations in the Exterior Woodwork Checklist <input type="checkbox"/> Anticipate repainting or re-staining every 5 to 8 years
	<ul style="list-style-type: none"> • Stone walls 	<ul style="list-style-type: none"> <input type="checkbox"/> Check for deterioration and follow recommendations in the Masonry and Stucco Checklist
	<ul style="list-style-type: none"> • Metal fences 	<ul style="list-style-type: none"> <input type="checkbox"/> Check for rust spots or bare metal – remove rust and prepare for re-painting
Walkways, Patios and Pavers	<ul style="list-style-type: none"> • Brick, flagstone or concrete pavers cracked or missing 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify the condition of the sub-base and replace deteriorated or missing units in-kind
	<ul style="list-style-type: none"> • Water ponding on paved surface • Subsidence of paved surface 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify the condition of the sub-base and reset individual units to allow appropriate drainage
	<ul style="list-style-type: none"> • Vegetation growing between individual units 	<ul style="list-style-type: none"> <input type="checkbox"/> Some vegetation has a substantial root structure that can dislodge individual paving units – remove vegetation if appropriate
Asphalt Paving and Driveways	<ul style="list-style-type: none"> • Cracked asphalt 	<ul style="list-style-type: none"> <input type="checkbox"/> Seal cracks to minimize potential water infiltration <input type="checkbox"/> Consider sealing or repaving entire surface if cracks are substantial or prevalent
	<ul style="list-style-type: none"> • Water ponding on paved surface • Subsidence of paved surface 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify the condition of the sub-base and patch to allow appropriate drainage

INTERIOR CHECKLIST

Exterior maintenance problems can be most evident at the interior of a building. The areas most likely to demonstrate exterior problems tend to be the least-visited parts of a house, the attic and the basement. It is important to remember that attics and basements tend to be unique spaces with distinct conditions. Attics usually sit directly under roofs which can be highly susceptible to moisture infiltration. Similarly, basements are primarily located below the surrounding grade and are also susceptible to moisture and pest infiltration and damage. Because these spaces tend not to be used as regularly, and because they do not tend to be conditioned with heat, air conditioning and moisture control to the same level as the rest of the house, problems can fester and become more severe before being noticed.

The darker area of the lower portion of the wall surface and area immediately below the window is an indication of dampness. Remedying the source of moisture infiltration and additional ventilation is recommended.



MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Attic Space	<ul style="list-style-type: none"> • Water stains on rafters or roof boards – probably indicated by either a dark patch on the wood or plaster or possibly a white bloom representing salt crystallization 	<input type="checkbox"/> Review during or immediately following a rainstorm to understand whether staining is a current or past problem – pay particular attention to flashing locations around roof penetrations such as vent pipes, chimneys and dormer windows as well as at valleys and eaves
	<ul style="list-style-type: none"> • Mildew on underside of roof structure • Dampness in attic space • Overheated attic 	<input type="checkbox"/> Verify whether the attic is sufficiently ventilated
	<ul style="list-style-type: none"> • Broken or missing collar beams • Cracked or sagging rafters 	<input type="checkbox"/> Potential structural problem – consultation with an architect or structural engineer is recommended, particularly if condition worsens
	<ul style="list-style-type: none"> • Inadequate insulation at attic floor or between rafters 	<input type="checkbox"/> Install appropriate insulation
Basement or Cellar	<ul style="list-style-type: none"> • Mortar of walls soft and crumbling • Damp or moldy smell • Evidence of dampness under first floor or around pipes • Evidence of wood rot or insect infestation at wood sills on top of foundation walls or first floor joists • Periodic flooding 	<input type="checkbox"/> Review for potential moisture infiltration <input type="checkbox"/> Verify water from exiting downspouts is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts <input type="checkbox"/> Re-grade area at foundation to direct ground water away from building <input type="checkbox"/> Check underground water supply and drainage systems for cracked or clogged pipes <input type="checkbox"/> Re-point deteriorated mortar <input type="checkbox"/> Install a dehumidification system <input type="checkbox"/> Contact an extermination company for potential infestation
	<ul style="list-style-type: none"> • Inadequate insulation below first floor, around pipes, heating and air conditioning ducts, and water heater in unheated basements 	<input type="checkbox"/> Install appropriate insulation – condensation can form on unheated equipment and frozen pipes can burst



Problems with the downspout have resulted in deterioration of the mortar joints and efflorescence and staining of the brick surface. The projecting water table has been previously patched with stucco and the paint is peeling from both the water table and foundation below. There have been various repointing efforts of the brick as evidenced by the different mortar colors and joint styles.

MAINTENANCE MANUAL

It can be helpful for homeowners to develop a maintenance manual to keep track of conditions, problems, maintenance tasks and contractors who performed the work. This outline of conditions will assist property owners in diagnosing problems, prescribing remedies, and tracking the effectiveness of those remedies in a similar manner that a physician tracks a patient's health. The information in the manual generally falls into three categories:

1. General information
2. Documentation
3. Inspection and maintenance requirements

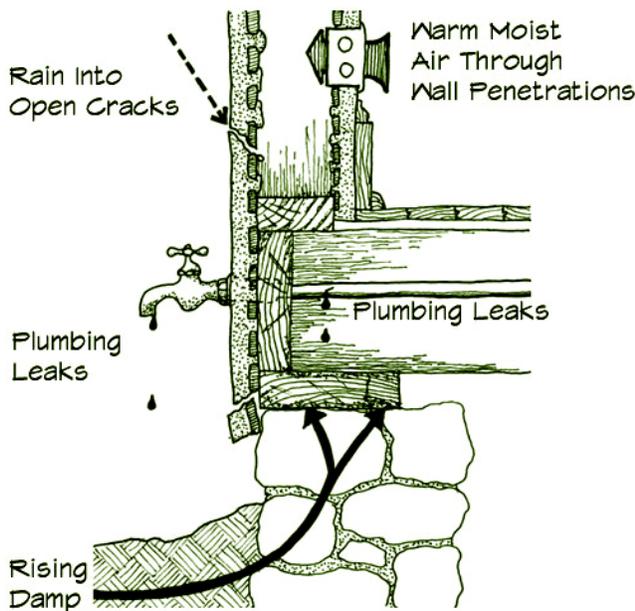
1. General information should include the names and telephone numbers for emergency services and repairs, as well as basic information on specific building equipment. This includes:
 - Address and tax parcel or block and lot number
 - Telephone numbers and addresses for:
 - Fire Department
 - Police Department
 - Building Department
 - Contractors
 - Electrician
 - Electric Company
 - Gas Company
 - Water Company
 - HVAC Repair (Heating, ventilation and air conditioning)
 - Pest Extermination Services
 - Diagram locating electrical disconnects and various utility cut-offs (such as water and gas)
2. Documentation information should include historical, construction, alteration and legal information that is specific to the property's past and current conditions. This includes:
 - Architectural drawings and specifications of original construction or later additions or alterations as available
 - Historic photographs and photographs of existing conditions and dated inspection photographs (as referred to in the Checklists)
 - Construction records including all contracts, bonds, guarantees, equipment data and operating instructions
 - Copies of deeds and other legal documents including covenants and easements
3. The third major component is the preventive maintenance checklists, which should outline the following:
 - Items to be inspected
 - Frequency of the inspections for various components
 - Information on particular repair and upkeep techniques of particular components, materials and equipment

Since the maintenance manual should be updated regularly to be the most effective, it might be helpful to keep this information in a three-ring binder. This information can assist a homeowner keep abreast of new and ongoing problems before they become costly emergency repairs.

MOISTURE

Typically moisture is the primary agent of decay in a building. No matter how “waterproof” a building is, water vapor will find its way into the structure. When moisture saturates a building’s materials, it can:

- Make wood desirable as a food for insect and plant consumption
- Promote the growth of mold, algae and fungi
- Cause building materials, particularly wood and masonry, to swell when wet, exerting additional pressures, particularly during freezing temperatures
- Compromise the structural integrity of the building
- Cause chemical reactions that might deteriorate materials by transmitting salts and minerals through walls, particularly in masonry
- Damage or destroy interior finishes and furnishings



Rain and Precipitation can enter the exterior envelope through damaged or cracked surfaces and crevices with adjacent materials including window and door frames.

Rising Damp is the migration of moisture from the soil into the building structure through capillary action. The soil adjacent to the foundation can become saturated through improper drainage from gutters and downspouts and vegetation planted adjacent to the foundation.

Plumbing Leaks include piping as well as bathroom fixtures, kitchen and laundry appliances, and underground piping.

Condensation occurs when warm moist air from bathrooms, kitchens and laundry facilities comes in contact with cold surfaces and changes to water droplets.

INSULATION AND WEATHERIZATION

Insulation can be an effective means of controlling heat loss in a building. There are three general types of insulation:

- Rigid board insulation
- Fiberglass batt insulation
- Blow-in insulation – includes fiberglass, rock wool and cellulose

When combined with a vapor barrier, integral on most batt insulations, insulation can reduce moisture migration through a building’s envelope. (In this climate, it is generally recommended that the vapor barrier is installed between the livable space and the insulation. When installing batt insulation in an attic floor installation, the vapor barrier should be facing down and the fiberglass batts exposed within the attic.)

In addition to the attic and walls, it is also important to insulate the perimeter of the cellar or crawlspace or the underside of the first floor framing. Before installing insulation, all cracks and openings should be caulked or sealed, and if the cellar or crawlspace will not be heated, the water heater and exposed piping and ducts should be insulated.

To minimize the potential for trapped moisture, it is critical that moisture problems or leaks be addressed before installing insulation. Typical areas of concern are adequate attic, kitchen, bathroom and laundry area ventilation as well as any areas of leaks or condensation.

The HDB encourages:

- Remedying moisture problems before insulating
- Installing adequate ventilation in attics, bathrooms, kitchens and laundry areas

A common area of concern for heat-loss is windows. It is important to verify windows operate and sit properly in their frames, the frame perimeters are caulked, and weather stripping is installed around each sash. Storm windows can greatly increase the thermal efficiency of windows, with wood exterior storm windows or interior storm windows generally being the most appropriate for historic houses. Interior storm windows can be very airtight, substantially reduce condensation and are generally removable during warm weather.

The HDB encourages:

- Making windows operable and sit properly in frames, and caulking open joints around windows
- Installing exterior or interior wood storm windows

PAINTING

Paint is one of the most common ways to protect exterior materials from the elements. When the painted surface has been compromised, moisture and the elements can infiltrate the underlying material and accelerate potential deterioration.

In general, exterior surfaces should be repainted every 5 to 8 years, with potential touch-ups of high traffic, worn or deteriorated areas. If the frequency of complete repainting is greater, there might be an indication of another problem such as:

- Presence of excessive moisture
- Paint was applied with inadequate surface preparation or under adverse conditions
- Paint is not compatible to underlying material or previously applied paint

When considering repainting, the following five steps are recommended:

1. Determine whether painting is necessary
2. Inspect existing paint for causes of failure
3. Repair causes of failure
4. Prepare surface
5. Repaint after obtaining approval from the HDB regarding proposed colors

PAINT COLORS

Paint colors can highlight a building's architectural features and reflect personal taste. Generally, Colonial Revival homes would historically have a two-color paint scheme; Victorian homes might have a three or four-color, earth-tone, paint scheme. The HDB reviews and makes recommendations concerning appropriate building colors. For further information, please refer to the *Guidelines for Exterior Paint Colors*.

PAINT REMOVAL SAFETY

Paint removal is potentially hazardous work. Keep children and pets clear of work areas. Property owners should consult a professional for work that is unfamiliar or potentially unsafe.

- Always wear safety goggles
- With heat tools, always wear appropriate clothing and keep a fire extinguisher nearby
- Paint dust from older buildings can contain lead – wear a dust mask, avoid open food or beverage containers in area of paint removal, and thoroughly clean exposed skin and launder work clothes

STRIPPING PAINT

If the existing paint has failed, it might be necessary to strip all or portions of the paint from the surface. Although there are a variety of tools and chemicals available to strip paint, many of them are potentially hazardous and can cause significant damage to exterior surfaces. All manufacturers' recommendations should be followed during the paint removal process.

The HDB encourages:

- Hand washing with a mild detergent and natural bristle brushes
- Hand scraping
- Hand sanding

The HDB suggests great care if using:

- Rotary tools – disks can leave circular marks and wires can tear into surface
- Heat guns and heat plate – can ignite paint if left in one location too long
- Chemical paint removers – can raise grains of some woods, be expensive and potentially volatile; runoff is potentially hazardous and should be collected to prevent harm to children, pets, vegetation and storm water

The HDB strongly discourages:

- Flame tools such as blowtorches to soften paint – smoldering sparks can start a potentially devastating fire; lead components in paint can vaporize and create highly toxic fumes
- Sandblasting – can be abrasive to surface and wear away protective exterior coating
- High pressure water wash – forces water into open joints affecting interior finishes and structural framing; can be abrasive to exterior surface



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