

Lincolnshire Heritage at Risk

Building survey help notes



Guidance to completing the buildings survey form

Abbreviations

HER Historic Environment Record (maintained by Lincolnshire County Council)

LB Listed Building

The website will generate a survey pack for the building or structure selected including the HER description, Listed Building description (if applicable), maps and a survey form. The HER number, name and location of the building and any designations will be automatically filled in on the survey form.

HER MonUID number

This is the unique identifier for the records held by Lincolnshire County Council HER. This field is automatically generated by the system.

Building Name and Address

This field is automatically generated by the system.

Element of record surveyed

If more than one building or structure is described (eg a Listed building description that includes a house and a barn) then separate forms will need to be completed for each element.

Listed Building Number(s) and Grade(s)

If the building or structure is Listed this field will be automatically filled in. Listed Buildings can be Grade I, Grade II* or Grade II.

Grid reference, Parish and District

These fields are automatically generated by the system.

Any discrepancy between the information provided and what you find during the survey should be recorded in the HER or LB comments boxes as appropriate.

Was the survey completed successfully?

Select Yes or No.

A survey is only deemed to be unsuccessful if no part of the survey can be completed eg access is refused or the site cannot be located. In this case reasons why should be given in the comments box.

If part of the survey was completed then check 'yes', and describe what could not be completed and the reasons in the comments box.

Current Use and Original Use

These fields describe the main use (function) and type of building.

Current use: Select the use and type of building from the list below .

eg a farm building would be 'agricultural' use, then select the type of building from the next column

The current use may not be the same as that in the description provided you should record what you can see.

Original use: Describes the original use of the building if different from the current use (select from the list below). The HER information should say what the building was originally used for or it may be apparent that the building may have had a former use *eg a private dwelling that still retains evidence of former shop windows*

List of Current and Original Use terms for buildings / structures

principal use	type of building	principal use	type of building
Agricultural	Barn Stable Granary Cartshed Dairy Dovecote Cattle sheds Pigsty Other	Garden landscape	Garden building
		Health and Welfare	Hospital Workhouse
		Industrial extractive	Mining Quarrying
Ancillary	Outbuilding	Institutional	Institute
		Law	Courthouse Police station Prison
Civil Hall	Hall Town Hall Government office	Manufacturing and processing	Brewery Maltings Industrial mill
		Military	Fortification
Commercial	Bank Exchange Office Post Office Public House Shop Retail warehouse Residential over shop	Power	Watermill Windmill
		Recreational	Cinema Museum Theatre
		Religious	Church Chapel
		Residential	Hotel
		Storage	Warehouse
Commemorative	Monument	Street furniture	Street furniture
		Transport	Bridge Railway building Station Canal
Domestic	Terrace House Cottage Lodge Farmhouse Manor House Country House House Flats	Utility	Utility
		Vacant	Repairs being carried out.
		Educational	Library School

Owner Type

Select one from the following list:

Private		Local authority		Company
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Religious		Statutory undertakers		
Charity		Crown		

For Sale

Is the building for sale? Select one of the following categories

Yes	are there sale boards in evidence?
No	
Unknown	
Not applicable	eg cross or milestone

Capable of beneficial use

Could the building / structure be reused?

Yes	eg a derelict barn could be reused as a house or workshop
No	eg if the structure is a village cross or a milestone it would not be capable of beneficial use

Condition

The survey will be made of the exterior of the building only. The condition of the building is recorded on a four point scale from very bad to good. Select a category from the table below.

Condition table

very bad	Ruinous and derelict buildings. It also includes buildings where there has been structural failure or where it is likely to occur eg the roof covering is largely missing or sagging and those where part of the structure is suspect eg an unstable, severely cracked gable wall. If it is known that the internal structures have or are liable to collapse it should be classed as very bad.
poor	A building is in poor condition if there are obvious faults likely to lead to structural failure eg the roof appears uneven, there is an area of missing slates; the gutters and downpipes are missing or broken. A building that has several faults may be considered poor eg decayed window frames and blocked gutters and signs of damp.
fair	A building that is structurally sound but in need of minor repairs or suggests a lack of maintenance of individual elements eg decayed window frames or blocked gutters or signs of damp or patches of eroded pointing. Overall it would still be assessed as in fair condition.
good	A building in good condition is structurally sound, weathertight and with no significant problems.

Look to see if the building is wind and watertight.

When assessing the overall condition look at the following:

Roofs

Is it in good condition? Slipped or missing slates or tiles. Bowed roofline.

Walls

Brick or stonework missing, cracked or decayed. Missing, crumbling mortar or inappropriate mortar repairs causing brick or stone work to crack / decay. Are there major cracks signs of structural failure? If the building appears to have moved / subsided is this

likely to cause the structure to fail? Signs of damp / water staining visible on the walls. Blistered or peeling plaster or render.

Drainage – gutters and downpipes

Plant growth or blocked gutters and hopper heads; downpipes disconnected / broken; signs of water running down walls.

Windows and other openings

Are they sound? Unpainted frames and signs of decaying or rotting woodwork. Signs of cracking or failure around the opening.

Any specific problems should be noted in the comments box *eg blocked gutters, water stains and peeling render, missing roof tiles.*

Occupancy

Occupancy is recorded on a three point scale by selecting one of the following terms: Occupied; Partially Occupied or Vacant. Structures that are not capable of occupancy such as crosses and milestones should be recorded as Vacant.

Score (see Risk Category: Decision Tree below)

The assessment of Condition and Occupancy produces a six point scale of risk. Scores of 1-3 are regarded as at risk. A score of 4 means the building is vulnerable and needs to be monitored. Scores of 5 and 6 are buildings which are not currently at risk.

Risk Category

Once you have recorded the condition and occupancy field you will have a score; use the decision tree below to find the risk category for that score.

Decision Tree

condition	▶	occupancy	▶	score	risk category
very bad	▶	vacant	▶	1 = extreme risk	high
very bad	▶	partly occupied	▶	2 = grave risk	high
very bad	▶	occupied	▶	3 = at risk	medium
poor	▶	vacant	▶	3 = at risk	medium
poor	▶	partly occupied	▶	3 = at risk	medium
poor	▶	occupied	▶	4 = to be monitored	low
fair	▶	vacant	▶	4 = to be monitored	low
fair	▶	partly occupied	▶	4 = to be monitored	low
fair	▶	occupied	▶	5 = not at risk	low
good	▶	vacant	▶	5 = not at risk	low
good	▶	partly occupied	▶	6 = not at risk	low
good	▶	occupied	▶	6 = not at risk	low

Photographs

Photograph the building, include a view of the front of the building. Include photographs of the sides and rear if accessible. If particular problems are identified eg missing slates, broken guttering, signs of damp include photographs of these.

NB do not trespass. If asked by the owner not to take photographs simply record this on the form.

Each photograph loaded to the website should be labelled with a brief description.

eg
front of building;

broken guttering on west side of house

(If submitting a survey in hard copy, please label your photographs with the MonUID number/ your name/ photo number/ description.)

A photograph record sheet is provided. You may find it useful to keep a record if you are surveying several buildings in one day.

Comments

Use this box to record any additional observations not covered in the other fields and any particular issues concerning the condition of the building *eg some missing slates, blocked guttering, broken down pipe.*

Comments on HER description

Use this box to make comments on the HER description provided. Note any discrepancies between the description and the building as observed.

Comments on Listed Building description

Use this box to make comments on the Listed Building designation description provided. Note any discrepancies or changes you observed. The LB description may have been made some time ago and changes may have occurred.

Name of surveyor

Enter your name in full.

Date of survey

Enter the date you visited the site.