

Proforma Condition Report



ENGLISH HERITAGE

NAME OF BURIAL SITE

ADDRESS

IDENTIFICATION	Name (of earliest burial)		Others commemorated	
	Location ^a	Dimensions (in mm) ^b Height: Width: Depth:		Type
	Date of earliest death	Designer/sculptor/mason ^c		Any existing reference
	Designation ^d	Orientation of monument and inscribed faces		
DESCRIPTION	Technique of inscription ^e		Principal materials <i>Limestone</i> <i>Granite</i> <i>Marble</i> <i>Brick</i> <i>Slate</i> <i>Sandstone</i> <i>Bronze</i> <i>Other:</i>	
	Previous interventions ^f			
STRUCTURAL CONDITION	Overall structural condition <i>Sound</i> <i>Tilted (include angle)</i> <i>Disruption/separation</i> <i>Fallen</i> <i>Collapsed</i> <i>Laid flat</i>		Ground condition <i>Good/level</i> <i>Subsidence</i> <i>Collapsed vault</i> <i>Soft soil</i> <i>Other:</i>	
	Condition of foundation (if visible)		Type and effect of plant growth	
MATERIAL CONDITION	Types of deterioration <i>Loose elements</i> <i>Missing elements</i> <i>Cracking</i> <i>Damage from cramps</i> <i>Disruption</i> <i>Open joint/cracked pointing</i> <i>Other:</i>		Surface condition <i>Surface dirt</i> <i>Accretions/deposits</i> <i>Graffiti</i> <i>Delamination</i> <i>Powdering/spalling</i> <i>Eroded</i> <i>Organic growth</i> <i>Other:</i>	
	Condition of inscription ^g			
SUMMARY	Photographs ^h		Priority for repair ⁱ 1 2 3 4	
	Maintenance issues ^j			
	Date of inspection	Inspection carried out by		Date for re-inspection ^l

This form is designed to provide sufficient information on a monument to allow for the prioritisation of any repairs. It should be suitable for all monuments in burial sites. In some cases, particularly for more complex monuments, when this survey identifies problems of deterioration, a further more detailed survey may be required.

Superscript letters refer to the notes below. Boxes that contain italicised alternatives should have one or more of the choices highlighted and, if necessary, additional brief information added.

NOTES

- a The location of monuments should be marked up on an overall plan of the burial site. In many cases, it is best to divide the site into sections so that the location can be a map site reference. In the absence of a plan of the burial site, an accurate description of the location should be included here, for example '20 metres north-west of south gate'.
- b Dimensions should be of the main monument not including kerb sets or other demarcated areas.
- c The name of the designer, sculptor or mason is often written discreetly on the side of a monument at low level.
- d Designations should indicate the grade of any listing.
- e The technique of inscription can include one or more means such as incised, painted, filled, surface-mounted letters, lead lettering.
- f Previous interventions, which may be apparent from an examination of the monument, include descriptions such as cleaned, partially cleaned, repointed, new stone indents, rebuilt, surface repairs and surface coatings. Further information may be available from an archive, architects' records or local knowledge.
- g The inscription itself is not recorded on the condition survey form. Where the inscription is obscured or faint, spraying the surface with water and/or examining it in raking light can sometimes help to ascertain its nature and condition.
- h Monuments should be photographed to show all elevations. For all monuments, this will require a minimum of two photographs (for example front and back for headstones). Specific problems should be photographed separately so that a visual record is available for monitoring that particular condition.
- i The priority of repair and time for re-inspection should be identified using the table below as a guide:

Category	Condition & risk status	Action required	Re-inspection required in
1 (very bad)	Hazardous/unstable	Intervention as soon as possible	Once repaired, after 5 years
2 (poor)	On-going deterioration	Intervention within 2–5 years	Prior to intervention and then after 5 years
3 (fair)	Some decay but generally stable	Intervention may be required in 5 years	After 5 years
4 (good)	Stable	No intervention required	After 5 years

- j Any maintenance that will prevent possible future deterioration of the monument should be identified – for example removal of adjacent vegetation, drainage, nearby subsidence.

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