

Conservation Project Procedure

If the conservation — forward looking care — of a building is to be aesthetically, technically and economically satisfactory, a procedure different from that usually adopted for designing and constructing a new building is generally necessary.

1. *The Commission* will, no doubt, only be accepted by the Architect, if he feels capable of carrying out the work.
2. During an *initial discussion* he is likely to recommend that a preliminary inspection be made, for which the cost is likely to be on a time basis.
3. The *Preliminary Inspection* on a small building should simply serve to find out the basic facts about the building and whether the owner's wishes are feasible.
4. A short *Preliminary Report* should then be sent to the owner, giving a brief description of the building, its situation, materials, construction and noting its principal faults. No estimate should be given but a brief timetable and in particular a recommendation.
5. A *Feasibility Study Meeting* is likely to be the principle recommendation, during which the owner requires guidance from the Architect and will wish to discuss grants, the programme, first-aid work, insurance and the future use of the building.
6. *Historical Research* should be initiated and continue throughout the period of the Contract.
7. Clear authority for a *Main Inspection* to be carried out should now be obtained. This is perhaps the most important part of the pre-contract process and should be carried out by the Architect himself. The object is to produce a report of faults with recommendations, including priorities. The inspection should be purely visual from readily accessible surfaces and every normally visible part of the building should be inspected. Any part which cannot be seen should be noted as not inspected. The Main Inspection Report should be preceded by a general description of the building; its situation and site; the structural system; historical use

and archaeological importance; its craftsmanship value; previous repairs as well as accommodation and features of particular interest. The report should not give estimates because it is a report of faults and the methods and, therefore, costs of repairs cannot yet be estimated. The report should end with a schedule of priorities and recommendations.

8. A *Measured Survey* should now be prepared but cannot generally be completed before work commences without destroying major parts of the building.
9. *Diagnosis and Analysis* should investigate every fault to be dealt with and provisional sums put against items for which a specification is clearly impossible at this stage.
10. A *List of Work* can now be drafted to indicate the outline proposals.
11. *Discussions* should now be held *with* the various *approving authorities*.
12. *Detailed Proposals* and *Detailed Designs* may now be proceeded with.
13. *Approximate Estimates* can now be prepared and, together with the *Outline Proposals*, submitted to the owner for approval.
14. An *Outline Specification* may now be gradually developed.
15. Similarly, *applications* may be made *in outline* for the various *approvals and grants*.
16. *Production Information* may be prepared once the owner has given clear authority and *Outline Approvals* have been authorised. As this is the most expensive stage of the pre-contract work, it should not be proceeded with unless clear approval has been given. Continuous communication with the owner is important during this stage, and scaffolding may have to be erected for further detailed inspection.
17. *Detailed Approvals* may be applied for once the working drawings are complete.
18. The *Specification* should now be prepared by the Architect, and where he is unable to say how a fault can be repaired, he should include a provisional sum and work within it.

19. *Tenders* may be invited from a selected list of suitable contractors to whom it should be made clear that neither the lowest nor any tender will automatically be accepted. Losing tenderers should always be thanked for their tender and told the list of tender sums received. On receipt of tenders, the figures will be reported to the building owner who will then, for the first time, know the exact cost of the anticipated work including fees, expenses, etc. The lowest tender should normally be accepted and the tenderer should submit a priced copy of the specification which will then become one of the contract documents and be used for price variations.
20. The *Contract* may now be prepared and let on the basis of the form which will have been referred to in the *Preliminaries to the Specification*.
21. As *work on site* proceeds, *site meetings*, technical site visits and financial meetings will be necessary. Site meetings should be attended by the owner, if possible, as well as the Architect and Contractor and be held at least monthly, be quite formal and chaired by the Architect on the basis of a fixed Agenda which becomes the Minutes and then the Agenda for the next meeting.
22. *Instructions and details* may be issued on the basis of technical site visits which are attended primarily by the Architect and Contractor and at critical times held daily. The object is for the Architect to decide exactly what to do in every situation. He must also be responsible for collecting archaeological information, should an archaeologist not be available on the site. All his decisions should be confirmed on an Architect's Instruction Order.
23. *Cost Control* will continue to be exerted by frequent financial meetings. Cost checks will be maintained against the fully priced specification and against any instruction orders issued. All provisional sums should be let as soon as possible on an Instruction Order and monthly valuations submitted and approved so that certificates may be issued by the Architect to the owner recommending payment. The owner should be encouraged to apply for grants although the Architect will provide all the appropriate information.
24. After the *Final Account* has been checked and the *Final Certificate* and final fee account issued, a Maintenance Programme for the building should be prepared and given to the owner. Most of the

work described in this paper will only have become necessary because regular preventive care has not been given to the building in the past.

25. To avoid this happening in the future, a planned maintenance programme on every historic building of reasonable quality is vital. It can best be based on a system of quinquennial inspections over at least a 25 year programme. Appropriate interim inspections should be carried out daily, weekly, monthly, annually as well but the quinquennial inspection should be done by a suitably qualified person in the manner described under the main inspection above. The schedule of priorities in that Main Inspection Report should then form the basis for the care of the building during the following 5 years. Any faults which then develop will be dealt with in the correct order according to funds available and in this way preventive care will become the normal means of maintenance and result in the building always appearing its aristocratic best, as though nothing radical has been done at all.

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resume

Procédure pour un projet de conservation

Ce document décrit le type de procédure qui serait probablement jugé satisfaisant du point de vue esthétique, technique et économique pour un projet de conservation ordinaire.

Cela commence avec la commande et la discussion initiale qui sont suivies par une première inspection et par un rapport préliminaire. Une discussion a lieu ensuite pendant une réunion d'étude de faisabilité durant laquelle des recherches historiques peuvent être entreprises. C'est à ce moment-là qu'il est nécessaire d'obtenir une autorisation pour une inspection plus complète.

Il est alors nécessaire de faire un plan détaillé qui sera suivi d'un diagnostic et d'une analyse du bâtiment. Alors une liste des travaux peut être établie et des discussions peuvent avoir lieu avec les autorités compétentes.

Des propositions détaillées accompagnées de devis approximatifs et des grandes lignes de la spécification doivent être fournies pour que les demandes d'autorisations et de subventions puissent être faites.

La spécification fournit une base ferme pour les offres d'adjudication, par conséquent le contrat peut être préparé et le travail sur le site peut commencer. Des réunions sur le site et des visites suivent pour permettre de donner des instructions précises. Un contrôle des coûts sera effectué jusqu'à l'envoi de la dernière facture et du certificat de fin de travaux.

Grâce à un programme de maintenance, préférablement basé sur des inspections tous les cinq ans, on s'assurera que tout problème futur sera traité au moment voulu, dans la mesure des fonds disponibles.

Il Procedimento per il Progetto di Conservazione

Il seguente scritto definisce il procedimento che sarà probabilmente esteticamente, tecnicamente ed economicamente soddisfacente per un progetto di conservazione normale.

Cominceremo con la commissione ed il discorso iniziale, e dopo ci sarà un'ispezione e la presentazione di un rapporto preliminare. Questo ultimo sarà discusso tramite una riunione per considerare la fattibilità del progetto. Durante la riunione si può cominciare un'eventuale ricerca storica ed ottenere l'autorizzazione per un'ispezione.

Un'accurata perizia verrà seguita con una diagnosi ed un'analisi dell'edificio; un elenco dei lavori necessari potrà essere abbozzato e potranno esserci contatti verbali con le autorità relative.

Le proposte dettagliate, assieme al preventivo dei costi, ed una prima specifica saranno fornite, affinché delle richieste abbozzate per le varie approvazioni per le eventuali concessioni possano venire fatte prima delle applicazioni per le informazioni sulla produzione e per le approvazioni dettagliate.

L'attuale specifica è una base per un'offerta, quindi il contratto può essere preparato ed i lavori cominciati. Seguiranno delle riunioni e delle visite sul luogo del lavoro, in modo che le istruzioni ed i dettagli possano venire distribuiti e ci sarà un controllo stretto dei costi fino all'ultima fattura ed al certificato finale.

Un piano progettato di manutenzione, preferibilmente basato su ispezioni quinquennali, assicurerà che qualsiasi eventuali difetto sia affrontato nel migliore dei modi, secondo i fondi disponibili.