



# National Preservation Institute

P.O. Box 1702 Alexandria, VA 22313-1702 703.765.0100 info@npi.org www.npi.org

## HSRs and Maintenance Plans: Tools for Preservation

### Seminar Overview

Review the core planning tools used for the preservation of historic properties and for quality project management. Accurate knowledge about the building is an essential first step. Explore the historic structures report—the principal tool used to document a building’s history, condition, and maintenance. Discuss the use of maintenance plans for scheduling daily, monthly, and annual activities.

### Agenda

#### Introduction and Overview

- The holistic approach and politics—contents, container, context, and community

#### Historic Structure Reports

- What is an HSR?—  
a flexible decision-making tool
- Who needs an HSR?
- Meet the authors
- Possible chapters in an HSR
- Managing preparation costs
- How to use an HSR
- Updating and expanding your HSR
- Alternative reports and studies

#### Project Management:

##### Introduction and Principles

- Problem identification and definition—  
recognizing opportunities
- Planning and prioritization
- People, politics, and dollars
- Predicting—anticipating the future
- Pragmatic solutions—product use
- Prognosis and evaluation—did we fix  
the problem?
- Prevention—future avoidance

#### Baseline Information

- Historic materials inventory
- Maintenance reports and manuals
- Maintenance logs
- Construction documents
- Building environment records
- Recordkeeping

#### Maintenance Plans:

##### Active Maintenance vs. Crisis Management

- Monitoring conditions and collecting data
- Maintenance standards and policies
- Maintenance plans and assessments
- Contracting—how to and who with
- Pest management: insects, pigeons,  
rodents, etc.
- Routine and cyclical maintenance
- Landscape and site management

##### Planning for People and Their Impact

- Regulatory compliance
- Visitor services—signage, parking, and  
restrooms
- The Balancing Act—the public, boards,  
managers, curators and volunteers, and us