



Historic Resources Annual Monitoring Report

Historic Resource Name: _____

Historic Resource Location: _____

Organization: _____

Individual Submitting Report: _____ Phone: _____

Date Monitored: _____ Email: _____

Has the project contact changed in the last year? Yes No

New Contact Information _____

- This report **must be submitted** to LCHIP along with all required photographs by **December 31st**
Mail to: LCHIP, 13 West Street, Suite 3, Concord NH 03301 or email to gborn@lchip.org
- Please feel free to **use additional pages** if there is not sufficient space on this form.

The checklist below is to remind and encourage you to look at your historic resource as a whole on an annual basis and to note the condition of the following elements (if applicable). This is not a comprehensive list and building elements specific to your resource should be addressed as applicable:

Foundation – Look for moisture penetration, cracks, spalling

Windows and Doors – Check for water seepage, cracked panes, rotted sash, etc.

Wood (Including siding, trim, eaves, cornice, etc.) – Look for rot, flaking paint, deterioration

Paint – Check for flaking, blistering, weathering

Masonry (Including walls, chimneys, etc.) – Check for cracks, missing mortar, damaged brick or stones, etc.

Interior Walls and Ceilings – Visually inspect for cracks, chips, stains and loose paint/wallpaper

Roof (Including flashing, gutters and downspouts) – Check for missing, cracked, broken or loose materials

Interior Floors – Inspect for warping, excessive wear, damage

Please use the space provided below to make note of your observations of the above items with a brief description of the condition and its location (i.e., peeling paint on north elevation below roofline). In areas where problems are observed, are there plans to remedy the problems?

Historic Resources Annual Monitoring Report

Page 2

Historic Resource Name: _____

What is the overall observed condition of the building?

Excellent Good Fair Poor

Please describe:

Did you observe any major additions or modifications to the building?

Yes No

Document with Photos and Describe:

Did you observe any violations of the terms of the Stewardship Agreement?

Yes No

Document with Photos and Describe:

Did you observe any other issues or areas of concern?

Yes No

Document with Photos and Describe:

Is LCHIP signage present, and if so was it in an area easily viewed?

Yes No

Describe where the plaque is mounted and attach a photo on Page 4:

Historic Resource Name: _____

Please answer the following questions about completed and anticipated projects, organizational structure, and media coverage.

1. Projects completed during past year (Summarize briefly what, if any work you've done to the building over the past year. For example – You replaced the roof):

2. Projects planned for next year (Summarize briefly what, if any work you have planned to undertake on the building in the upcoming year. For example – Front landscaping work and improvements to the parking area will be done in the upcoming year.):

3. Organizational update (Summarize briefly any significant changes that have occurred in your organization in the past year. For example - new President or Chair of the Board with contact info, major fundraising efforts undertaken or planned, or a new tenant has moved in.):

4. Any media attention the resource has had over past year or is upcoming (Briefly summarize any media attention you have received in the past year or plan to receive in the coming year.):

Additional comments:

Historic Resource Name: _____

The report will not be considered complete without the following attached photos:

Exterior photograph showing the primary elevation and, if possible, a second side of building

Photograph of LCHIP plaque

Please include any additional photos as an attachment

Signature _____ Date _____

Print name _____ Time spent (pre-visit, on-site & post-visit) _____