

TOMB AND MARKER SURVEY MANUAL

Site

Definition: The official name of the burial ground or cemetery being surveyed.

Method: As recorded in official documents. The full name, no abbreviations.

Date Founded

Definition: The date when the site was established.

Method: Month, day, year (Ex.: mm-dd-yyyy; 03-03-1784).

Street Address

Definition: The address or site location.

Method: The full address, no abbreviations.

Parish

Definition: The name of the parish in which the cemetery is located. "County" may be substituted for "Parish" in other locations.

Method: The full name of the parish, no abbreviations.

County

Definition: The name of the county the cemetery is located if it is not run by a "Parish."

Method: The full name of the county, no abbreviations.

City

Definition: The name of the city in which the cemetery lies.

Method: The full name of the city, no abbreviations.

State

Definition: The name of the state in which the cemetery lies.

Method: The full name of the state and the two-letter postal code abbreviation. Ex.:
Louisiana—LA.

UTM Coordinates

Definition: A set of coordinates (easting and northing) that indicates a unique location according to the Universal Transmercator Grid appearing on maps of the United States Geological Survey (USGS).

Method: Indicate the centermost coordinate within the cemetery boundary (Zone, Easting, Northing).

Owner

Definition: The name of the individual, organization, or polity that holds the deed to the cemetery's ground

Method: Full name, no abbreviations.

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Contact

Definition: The name, address, phone number, and/or e-mail address of the person designated as the main contact for the site.

Method: Full name, address (abbreviate only the state name), phone number (xxx-yyy-yyyy), and email address (aaa@bbb.ccc).

Surveyor(s)

Definition: The first initial and last name of the person(s) filling out the survey.

Method: First initial, then last name. If more than one, separate names with a comma. (Eg.: L. Brown, F. Gonzalez).

Date

Definition: The date when the field survey form is completed.

Method: Month, day, year (mm-dd-yyyy; 03-13-2001).

Weather

Definition:

- | | | | |
|----------------|-----------------------|-------------|---------|
| 1. Temperature | <60°F | 60 - 80°F | >80°F |
| 2. Humidity | <60% RH | 60 – 80% RH | >80% RH |
| 3. Weather | | | |
| a. | Sunny | | |
| b. | Rain/snow/fog | | |
| c. | Overcast | | |
| d. | Sunny & Windy | | |
| e. | Rain/snow/fog & Windy | | |
| f. | Overcast & Windy | | |

Method: Chose temperature and humidity range then check one weather condition that applies, eg. as reported in local newspaper, or as recorded by instrumentation on site.

I. IDENTIFICATION

THNOC Number

Definition: The Historic New Orleans Collection survey number assigned in 1981. A unique identifier particular to each plot/tomb/marker.

Method: As per the survey.

PNTHNOC Number

Definition: The Historic survey identification number assigned by University of Pennsylvania during the March 2001 survey. A unique identifier particular to each plot/tomb/marker.

Method: If a THNOC number existed, the PNTHNOC was assigned that number also. If a tomb existed in 1981, but was missed in the survey, the PNTHNOC will be between 650 and 699. New tombs that did not exist in 1981 were given 2000 series PNTHNOC numbers. Empty spaces or spaces with rubble that had originally been numbered in the Archdiocese records have been given 3000 series PNTHNOC numbers.

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Archdiocese Number

Definition: A unique identifier assigned by the Archdiocese to each plot/tomb/marker.

Method: As provided by the Archdiocese.

GIN

Definition: Grid Identification Number.

Method: The alpha-numerical coordinate defining location.

Street/Alley Name

Definition: The name of the path on which the tomb/marker is located within the site.

Method: Full name as per existing site map. Abbreviate only “Street” or “Alley,” not the proper name.

Tomb Name(s)

Definition: The name of the family or society that constructed or occupies a given tomb. The Family Tomb Name refers to the first family surname that is most often represented on the tablet(s).

Method: Family or society name as it appears on the tomb, usually on the pediment or closure tablets (eg. Perrault family, Famille Gardère). If no one name predominates, choose the first 2-3 names, separated by slashes and add “et al.” Note, a name may exist from an earlier survey that is no longer visible. If the tomb has become a ruin or rubble, add “ruin” to the end of the name separated by a slash. (ie. Smith/Lawson/Ruin – Smith and Lawson were the earlier surveyed names and now the tomb is a ruin)

First Burial Date

Definition: The date of the earliest interment, whether found on the current closure tablet or an earlier associated tablet or verifiable archival information.

Method: Month, day, year (mm-dd-yyyy; 03-12-1875). If none found or illegible, leave blank.

Last Burial Date

Definition: The date of the latest (most recent) interment taken from the closure tablet or from verifiable archival information.

Method: Month, day, year (mm-dd-yyyy; 03-05-1871). If none found or illegible, leave blank.

Military Marker

Definition: A plaque or inscription that clearly indicates service in the military and/or a specific war.

Method: Indicate the earliest marker. Use the comment section to add multiple service information and names.

Biographical Information

Definition: Additional information found for certain interments that highlight important burials due to position, achievements and/or notoriety.

Method: Copy the given or archival information.

II. ENVIRONMENT

Orientation

Definition: The compass direction that the front of the structure faces. Note: Standing in the front gate at St. Louis 1 Cemetery, one faces Northwest.

Method: Check one that applies: N, S, E, W, NW, NE, SW, SE, unknown. If more than one opening exists, indicating previous and current frontal orientation, check the earlier opening in the secondary orientation field.

1. **Tomb:** The front of the tomb is defined as the main entry through which the body enters and/or the location of the inscription tablet. Where the tablet is horizontal, the front is located at the foot of the tomb.
2. **Marker:** The front is defined as that side of the marker with inscription, special architectural treatment, or other emphasis.

Secondary Orientation

Definition: The compass direction that the front of the structure faces. Note: Standing in the front gate at St. Louis 1 Cemetery, one faces northwest.

Context

Definition: The proximity to other tombs or markers.

Method: Measure the shortest distance between the primary structures, ignoring curbs and walls. Check one that applies:

1. **Isolated:** An isolated tomb/marker that has no tomb/marker within three feet of it.
2. **Contiguous:** A tomb/marker that is adjacent to one or more tombs/markers at a distance of at least three feet.



1. *Isolated*
Photographs by studio.



2. *Contiguous*

Precinct

Definition: The ground immediately surrounding the tomb/marker and the closure that defines the plot.

Method: Within each subcategory (Ground, Enclosure) check those that apply.

1. **Ground**

- a. **Paved:** Ground covered with a firm level surface of shell, stone, brick, asphalt, or concrete.
- b. **Unpaved:** Ground surface consists of soil, vegetation, or grass.

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2. **Enclosure**—A built feature that either encloses or defines the tomb/marker precinct.
- a. **Curb**: A low edging that surrounds the precinct. A curb is 6 inches high or less.
 - b. **Wall**: A high (greater than six inches) masonry structure that surrounds the precinct.
 - c. **Fence**: A metalwork barrier that surrounds the precinct.
 - d. **Chain**: A chain and post barrier that surrounds the precinct.

Proximity to Path

Definition: The shortest distance between the tomb/marker and the nearest path (that is *outside* the enclosure).

Method: Estimate distance. Check one that applies:

1. **Adjacent**: Less than one foot.
2. **Close**: Greater than one foot, less than five feet.
3. **Distant**: Greater than five feet.

Path Type

Definition: The material of which the path is composed.

Method: Check those that apply:

1. Stone
2. Brick
3. Concrete
4. Asphalt
5. Shell
6. Soil
7. Grass

Proximity to Drain

Definition: The shortest distance between the tomb/marker and the nearest subsurface drain.

Method: Estimate distance. Check one that applies:

1. **Adjacent**: Less than five feet.
2. **Close**: Greater than five feet, less than ten feet.
3. **Distant**: Greater than ten feet.

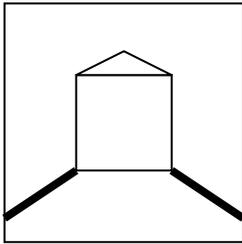
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Grade Slope

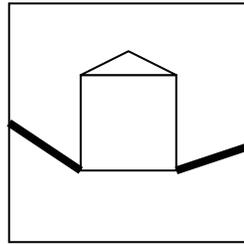
Definition: The direction(s) that the ground approaches the tomb/marker.

Method: Check one that applies:

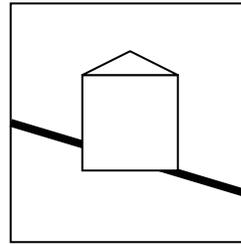
1. **Positive:** The tomb/marker is at the top of a rise.
2. **Negative:** The tomb/marker is at the bottom of a rise.
3. **Cross-slope:** The tomb/marker intersects a slope.
4. **None:** The tomb/marker sits on flat ground.



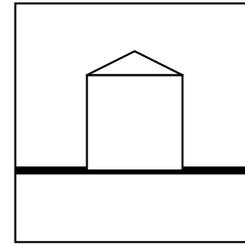
1. Positive



2. Negative



3. Cross-slope



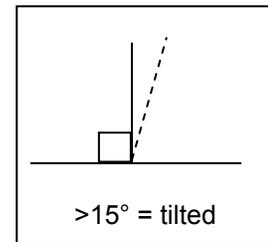
4. None

Alignment

Definition: The position of any part or all of the tomb/marker in relation to its immediate surrounding ground.

Method: Check those that apply:

1. **Normal:** As originally constructed, assured to be plumb.
2. **Sunken:** Below ground due to settlement or grade change.
3. **Tilted:** Structure positioned off-axis from its original position/alignment. Greater than 15° from normal.
4. **Fallen:** Collapsed—partial or full.



Furniture

Definition: Objects related to but not integrally attached to the tomb/marker.

Method: Check those that apply:

1. **Bench**
2. **Sculpture:** Three-dimensional objects, eg., figurals, urn, cross, tree trunks.
3. **Container/vase:** Stone, concrete, metal, plastic.
4. **Plaque:** Commemorative, unattached tablets, medallions.
5. **Immortelles:** Temporary ephemeral votives or offerings.

III. DESCRIPTION

Type

Definition: Typology is the study of types or the systematic classification of form based on distinguishing traits or characteristics that distinguish. All members of a type must possess the essential components that define that type and are based on formal, not functional characteristics.

Method: Decide whether the mortuary structure is a **tomb** or **marker**. Within the appropriate category (tomb or marker) check the appropriate choice: After determining the tomb type, check whether the current type is an obvious typological change (modification) from another type. If this is checked, there should also be checks in Section V category of **Addition** in Primary Structure and/or Roof.

Mortuary structure: Structures pertaining to death or the burial of the dead.

Burial vault: The space that contains the interred.

1. **Tomb:** Any mortuary structure that contains one or more burial vault(s). (see photographs, below).
 - a. **Wall/Block vault:** Multiple tiers of individual burial vaults of brick vault or stone slab construction, arranged to form a single block or perimeter enclosure wall.
 - b. **Pediment Tomb:** A multiple vault tomb whose height is greater than its width and whose top is surmounted by an integrated front gable end pediment of flat, triangular or segmental design.
 - c. **Mausoleum:** A mortuary structure with accessible interior space containing wall or subterranean burial vaults and a chapel.
 - d. **Tumulus:** A tomb or mausoleum surmounted by banked earth.
 - e. **Parapet tomb:** A single or multiple vault tomb possessing a raised parapet front concealing the roof behind.
 - f. **Platform tomb:** A single or multiple vault tomb whose height is equal to or less than its width.
 - g. **Sarcophagus tomb:** A single or double platform tomb resembling a sarcophagus, usually on a raised base.
 - h. **Step tomb:** A low, single-vault semi-subterranean tomb possessing a stepped or moulded top and a top slab or end tablet.

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Wall Vault	Block Vault	Pediment Tomb	Society
			
Parapet	Platform	Sarcophagus	Step
			

2. **Marker:** Any non-tomb mortuary structure which marks a below-grade burial, but does not contain an interment and whose form is often sculptural.
- a. **Simple:** A single element marker.
 - i. **Headstone/footstone:** An associated pair of upright slabs, usually of different height embedded in the ground or in a separate stone base, which defines the grave and is inscribed.
 - ii. **Stele:** A carved or inscribed stone slab or pillar used for commemorative purposes, taller and thinner than a headstone. Base not required.
 - iii. **Plaque:** Non-freestanding plain or ornamental tablet affixed to a wall or structure, but not a tomb/marker.
 - iv. **Other:** Any single architectural or sculptural form.
 - b. **Compound:** A multiple element marker.
 - i. **Table:** A horizontal tablet supported by individual uprights, often in the form of a table.
 - ii. **Basal:** A horizontal tablet supported by a low solid wall base. (Resembles a platform tomb but does not house a burial within the structure.)
 - iii. **Pyramid:** A freestanding architectural form with four adjacent triangular walls that meet at a common apex and rest on a quadrilateral base.
 - iv. **Die:** Tomb with a prominent die, or middle portion of a pedestal between a base and the surbase, also called a dado.
 - v. **Pedestal:** Any combination of column, obelisk, urn, or sculpture surmounting a pedestal or pedestal-base.

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1. **Column:** A full or truncated single pillar standing alone as a monument.
2. **Obelisk:** A monumental, four-sided stone shaft, usually monolithic and tapering to a pyramidal tip.
3. **Other:** Any architectural or sculptural combination.

SIMPLE			
Headstone/footstone	Stele	Plaque	Die
			
COMPOUND			
Table	Basal	Pyramid	Pedestal: Obelisk
			

Representation

Definition: The person or group interred or commemorated.

Method: Check one that applies:

1. **Society:** Contains interments of members of a communal organization.
2. **Family:** Contains two or more interments from the same or related family.
3. **Individual:** Contains only one interment, or is within a wall vault.
4. **Undeterminable:** If interment representation is not clear.

Change of State:

Definition: Any tomb or marker that has undergone intentional modifications. This category is in addition to the typology characteristics it exhibits.

Method: Check one that applies:

1. **New/Rebuilt:** Any tomb/marker that is new or is a completely rebuilt structure on a pre-existing tomb site since the last full survey. Through examination of its elements and the structure as a whole it can be reasonably inferred that the structure is new construction.
2. **Restored:** Any tomb/marker that has been significantly altered for the purpose of repairing and remedying material failure. Significant alterations and repairs include primary structure and roof work and major reapplication of stucco, but

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does not include small repair of primary structure, roof or stucco or repainting. Restoration of metalwork should be accounted for in the Metalwork section.

3. **Paved with remnant:** Any tomb/marker that has been reduced to a paved space and a plaque, metalwork piece, closure tablet, or other such remnant from the original form.
4. **Unknown** – An alteration is detected, but the extent is indiscernible.

Number of Tiers

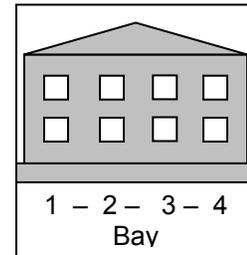
Definition: The number of vertical units (vault spaces) in a tomb. Tiers only apply to the horizontal Wall Vaults and Pediment Tombs.

Method: Write in the appropriate number.

Number of Bays

Definition: The number of horizontal units (vault spaces) in a tomb. Bays only apply to the vertical divisions of Wall Vaults and Pediment Tombs.

Method: Write in the appropriate number.



Vault Construction

Definition: Basic method of vault construction.

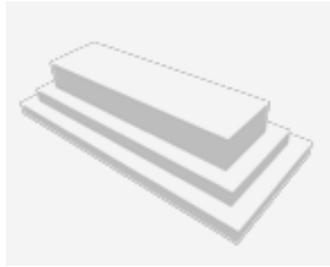
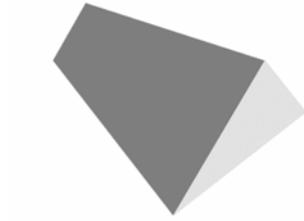
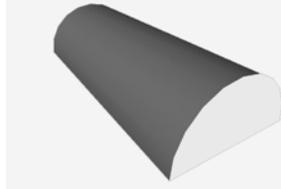
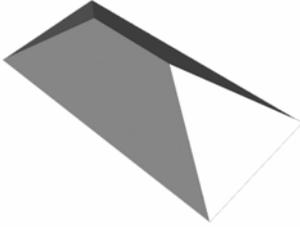
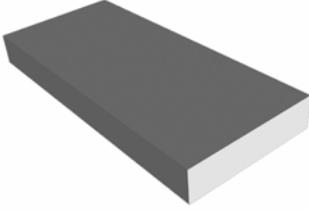
Method: Check all that apply or N/A if the method cannot be discerned.

Roof

Definition: The top covering of a structure supported by the walls.

Method: Check one that applies, or check “Undeterminable” if the tomb is too tall to determine its roof type, or check “Other” if the type of roof cannot be classified as below.

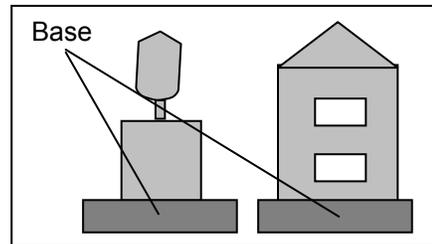
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Step	Gable	Barrel-vault
		
Cross-vault	Hip	Flat
		

Base

Definition: The lowest visible element of a tomb/ marker that is distinct from the foundation or footing.

Method: Check “yes” or “no” according to whether one exists.



Pedestal

Definition: A support for a column, statue, urn or sarcophagus consisting of a base, dado, or die, and a cornice, surbase, or cap. Taller than a base.

Method: Check “yes” or “no” according to whether one exists.

Shelf

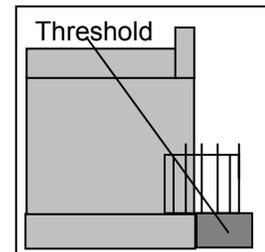
Definition: A masonry slab projecting from the tomb or marker intended for the placement of offerings.

Method: Check “yes” or “no” according to whether one exists.

Threshold

Definition: An element, usually a step, at the front of a tomb, alone or supporting ironwork.

Method: Check “yes” or “no” according to whether one exists.



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Non-Metal Ornament

Definition: Any masonry or ceramic embellishment that is integral (ie. attached) to the structure of the tomb/marker.

Method: Check those that apply:

1. **Sculpture:** Any masonry ornament other than an urn or cross or incised or relief panel, usually figural.
2. **Urn:** A cylindrical container with a foot, open or closed, plain or draped.
3. **Cross:** Any variation.
4. **Plaque:** Thin flat descriptive or commemorative panel applied to, or otherwise associated with, the tomb.
5. **Relief panels:** Decorative carved relief above a background plane.
6. **Incised panels:** Decorative carved incision below a background plane.

Hardware

Definition: An item attached to the structure intended to hold or support appurtenances.

Method: Check those that apply:

1. **Votive holder:** For lights or candles.
2. **Attachments for immortelles:** Hardware for the attachment of garlands, swags, or wreaths.

Perpetual Care Marker

Definition: An identifying marker denoting that a fee has been paid for its general maintenance.

Method: Check “yes” or “no” according to whether one exists.

Interment Status

Definition: The current state as defined below.

Method: Check one that applies:

1. **Active:** Interment within the past five years.
2. **Inactive:** No interments in over five years, but the vault space is still usable because it is sealed.
3. **Abandoned:** The tomb/marker is open, vacant, or derelict.

Number of Closure Tablet(s)

Definition: The count of tablets that are either pinned, mortared, or resting in front of open vault spaces. Society tombs, some family tombs, and wall vaults will have more than one closure tablet. Note: See Associated Tablets to account for tablets affixed to the tomb in non-vault positions.

Method: Write in the number. If all tablets are missing, write “0” and proceed to the next field.

Closure Tablets: ___ of ___ Missing

Definition: The ratio of present closure tablets to total vault spaces.

Method: In the first blank enter the number of vault spaces without closure tablets. In the second space enter the total number of vault spaces.

Eg.: If there are three total vault spaces and only two closure tablets, record as follows:
Closure Tablets: 1 of 3 Missing.

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Closure Tablet(s) Attachment(s)

Definition: How the closure tablet is attached to the tomb.

Method: Check those that apply:

1. **Mortar:** Attached with a mortar bed.
2. **Pin:** Secured with 1 or more threaded bolts.
3. **Both**
4. **Not Attached**
5. **Indiscernible**

Number of Associated Tablet(s)

Definition: Tablets that formerly served as vault closures, but either due to loss of its attachment system or because a new closure tablet resumed the function of closing off the vault opening, these tablets no longer serve their original purpose.

Method: Write in the number. If none exist, write “0”.

Associated Tablet(s) Attachment(s)

Definition: How the associated tablet is attached to the tomb.

Method: Check those that apply:

1. **Mortar**
2. **Pin:** Check this field only if pin(s) is present.
3. **Both**
4. **Not Attached**
5. **Indiscernible**

Tablet Surround

Definition: A masonry framing or casing intended to surround the closure tablet when in place.

Method: Check “yes” or “no” according to whether one exists.

Corner Stone

Definition: Masonry elements on the front façade of the tomb that have been used to inscribe names that would not fit on the closure tablets. These members usually look like engaged pilasters and are usually vertical.

Method: Check “yes” or “no” according to whether one exists.

Designer/Architect

Definition: Original artist/architect/designer of tomb or marker.

Method: Identification by signature or archival information.

Stone Mason/Builder

Definition: Original stone mason, marble carver or builder of tomb or marker.

Method: Identification by signature or archival information.

Tomb Color

Definition: A color other than from the natural stone color or the white, beige or gray of the stucco.

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Method: Identify the colors evident in the stucco and finishes remaining on the tomb or marker, separated by commas, (e.g. red, blue)

Dimensions

Definition: Width, length and height of tomb and statuary.

Method: Record maximum dimensions in feet and inches. Add additional statuary inches in the provided field.

IV. MATERIALS

Method: Using check marks, indicate on the table the material of each component of the tomb/marker. When necessary, more than one material may be checked for a component. If the tomb/marker does not have a certain component, leave the column blank.

Definition of components:

1. **Primary Structure:** The principle body/component of the tomb/marker.
2. **Roof:** The top covering of the tomb/marker.
3. **Base:** The lowest visible part of a tomb/marker that supports the superstructure and is distinct from the foundation or footing by originally being visible rather than buried.
4. **Ornament:** Every detail that is added to embellish the tomb/marker including sculpture, urns, crosses, commemorative plaques, relief or incised panels.
5. **Enclosure:** A curb, wall, fence, or chain that defines the precinct boundary of the tomb/marker precinct.
6. **Closure Tablet(s):** A tablet that is *currently located at the entrance to a vault* and is typically marked, or was once marked, with names of the interred. Wall vaults and society tombs, for example, may have more than one closure tablet. Closure tablets may or may not be attached to the tomb.
7. **Associated Tablet(s):** A tablet that *was once used to mark the entrance of a vault, but no longer acts as a closure tablet*. Associated tablets are typically located along the side of a tomb and may or may not be attached to the tomb.
8. **Stucco:** The exterior coating of lime/cement/sand generally applied to the Primary Structure.
9. **Surface Finish:** Paints or washes applied to stucco or to the masonry or metal substrates.

Definition of materials:

1. **Sandstone:** A medium to fine-grained sedimentary rock composed of consolidated sand grains, mainly quartz, oriented in superimposed layers or “beds”. Usually ranging in color from reddish brown to brown to tan.
2. **Limestone:** A medium to fine-grained sedimentary rock consisting mainly of calcium carbonate often containing fossil remains. May be cream, tan, or dark grey.
3. **Marble:** A metamorphic rock, white or variously colored and sometimes streaked or mottled; can take a high polish. Usually white and crystalline.
4. **Slate:** A dark, fine-grained metamorphic rock that cleaves naturally into thin, smooth-surfaced layers.

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5. **Granite:** A hard igneous crystalline rock, consisting of small, yet visible, grains of other minerals. Variegated, grey, red.
6. **Concrete:** A hard, compact artificial composite of cement, sand, gravel and water. Most often gray, white, or colored.
7. **Cast Stone:** A cement based material molded to look like stone or patterned units.
8. **Brick:** A solid masonry unit of clay or shale, molded into a rectangular shape while plastic and burnt in a kiln. New Orleans bricks may be shades of red, orange or tan.
9. **Brick/Stone:** The above brick topped or coated with stone.
10. **Metal:** Wrought, rolled and cast iron, cast zinc and lead, bronze, brass.
11. **Stucco:** To characterize stucco, describe by color: **Tan** usually signifies an older, traditional lime stucco, and **Gray** a later cement stucco. If several campaigns of stucco are visible, signify the original layer first followed by a slash and the later stucco. (e.g. Tan, Tan/Tan, Tan/Gray, Gray, Gray/Gray)
12. **Surface Finish:** Indicate whether the existing surface possesses **Few** or **Many** layers of limewash or modern paints.

V. CONDITION—MASONRY

Method: Using check marks, indicate on the table the condition of each component of the tomb/marker. When necessary, more than one condition may be checked for a component. If the tomb/marker does not have a certain component, leave the column blank.

Definition of components:

1. **Primary Structure:** The principle body / component of the tomb/marker.
2. **Roof:** The top covering of the tomb/marker.
3. **Base:** The lowest visible element of a tomb/marker that is distinct from the primary structure and the foundation or footing by being visible rather than buried.
4. **Ornament(s):** Every integral detail that is added to embellish, including sculpture, urns, crosses, commemorative plaques, relief and incised panels.
5. **Tablet System:** The combination of the Closure Tablet(s), Associated Tablet(s), Tablet Surround, and Cornerstone.

Definition of conditions:

1. **Collapse:** Completely or partially fallen or displaced elements of structure.
2. **Loss:** Absence of original fabric based on total original extent.
3. **Disaggregation:** Active sugaring of surfaces.
4. **Erosion:** Surface loss of material/profile/detail due to weathering.
5. **Cracking:** Linear discontinuities or fractures of variable length or orientation.
6. **Surface Deposits:** Surface accretions such as guano, soot, salt efflorescence and soiling.
7. **Bio-growth:** The presence of micro flora (algae, fungi, and/or lichen) on the surface, usually black or green in appearance.
8. **Vegetation:** Presence of macro plant forms or the roots thereof.
9. **Graffiti:** Intentionally inscribed or applied marking on the tomb/marker.
10. **Bowing:** The deformation of stone, usually closure tablets resulting in “C” or “S” shaped forms, complete or fragmented.
11. **Other:** Check appropriate boxes and write-in comment on condition definition.

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Changes, Conditions and Integrity

Definition of components:

Primary Structure: The principle body/component of the tomb/marker.

Roof: The top element of the tomb/marker.

Stucco: The exterior coating of lime/cement/sand generally applied to the Primary Structure

Surface Finish: Washes and/or paints applied to stucco or to the masonry or metal substrates.

Addition

Definition: Clear evidence of construction changes and major modifications made to the tomb/marker intentionally changing or expanding the form or orientation. These additions tend to be historical, such as the case of a step tomb changed into a pediment tomb, or the children's addition to a large society tomb. The evidence of these additions is based on visible irregularities of form or construction. Many tombs with added vaults have cracks in their stucco that coincide with the top of the original structure. These added vaults may also have evidence of different color campaigns or different weathering patterns than the original vaults. Evidence includes: irregular tier rhythm, mismatched brick, unusual mortar joints, different colored stuccos, mismatched closure tablets, variations on tomb typology. Evidence may also be reinforced by typology of adjacent tombs.

Primary structure addition- additional tiers or new façade on body of tomb.

Roof addition- New parapet, new tier on top of old roof, other new features on roof.

Method: Circle **Yes** or **No** for Primary Structure and Roof additions.

Alteration

Definition: Intentional modification to the original fabric due to renovation or maintenance, excluding additions and re-orientation. (See Addition).

Method: Circle **Yes** or **No** for Primary Structure, Roof, Stucco and Surface Finish.

Material – Filled in from above Material Section

Primary Structure Condition

Definition: The overall physical state of the structural, decorative, and finish aspects of the Primary Structure.

Method: Indicate on the table the condition rating of the primary structure. If the tomb/marker does not have a certain component, use N/A.

- **0 - Significant or Total Deterioration:** Catastrophic structural failure/loss.
- **1 - Poor Condition:** Significant threat of structural failure and/or the total loss of decorative features and finishes.
- **2 - Moderate Condition:** Stable structural condition. Significant, or terminally progressive loss of decorative features and finishes.
- **3 - Good Condition:** Stable structural condition. Decorative features and finishes largely intact. Some cracks may be evident.

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- **N/A:** When tomb does not have that component or the component is not visible enough for a rating.

Roof Condition

Definition: The overall physical state of the structural, decorative, and finish elements of the roof of the tomb.

Method: Indicate on the table the condition rating of the roof. If the tomb/marker does not have a certain component, use N/A.

- **0 - Significant or Total Deterioration:** Catastrophic structural failure/loss. Vault penetration due to loss of roof structure/material
- **1 - Poor Condition:** Significant threat of structural failure and/or significant loss of brick/other material.
- **2 - Moderate Condition:** Stable structural condition. Significant, or terminally progressive loss of decorative features and finishes. Minor brick loss.
- **3 - Good Condition:** Stable structural condition. Decorative features and finishes largely intact. Some cracks may be evident.
- **N/A:** When tomb does not have that component or the component is not visible enough for a rating.

Stucco Condition

Definition: The overall physical state of the stucco skin.

Method: Indicate on the table the condition rating of the stucco. If the tomb/marker does not have a certain component, use N/A.

- **0 - Significant or Total Deterioration:** Large-scale stucco loss and/or failure, exposing brick or masonry core.
- **1 - Poor Condition:** Significant areas of stucco failure/loss and/or stucco roof surface compromised by loss and cracking.
- **2 - Moderate Condition:** Stable structural condition. Significant, or terminally progressive loss of decorative features and finishes.
- **3 - Good Condition:** Stable stucco condition. Decorative features largely intact. Some cracks may be evident, but can be patched by routine maintenance techniques.
- **N/A:** When tomb does not have that component or the component is not visible enough for a rating.

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Surface Finish Condition

Definition: The overall physical state of the surface finish.

Method: Indicate on the table the condition rating of the surface finish. If the tomb/marker was not meant to be covered with a surface finish, use N/A.

- **0 - Significant or Total Deterioration:** Large-scale surface finish loss and/or failure, exposing stucco or stone beneath.
- **1 - Poor Condition:** Significant areas of finish failure/loss. Unsightly peeling and/or flaking of finish.
- **2 - Moderate Condition:** Stable condition. Significant, or terminally progressive loss of decorative finishes.
- **3 - Good Condition:** Stable condition of finishes creating a protective coating over the stucco or stone beneath. Small cracks or worn areas may be evident, but overall protection remains.
- **N/A:** When tomb design does not include a surface finish.

Ornament Condition

Definition: The overall physical state of the structural and decorative aspects of the ornament(s).

Method: Indicate on the table the condition rating of the ornament(s). If the tomb/marker does not have a certain component, use N/A.

- **0 - Significant or Total Deterioration:** Large-scale ornament loss and/or deterioration. May be completely missing with only a small remnant or displaying illegible form from heavy erosion.
- **1 - Poor Condition:** Significant failure.
- **2 - Moderate Condition:** Stable with moderate loss of decorative features.
- **3 - Good Condition:** Stable with decorative features largely intact and legible.
- **N/A:** When tomb does not have that component or the component is not visible enough for a rating.

Tablet System Condition

Definition: The overall physical state of structural and decorative aspect of the tablet system.

Method: Indicate on the table the condition rating of the tablet(s). If the tomb/marker does not have a certain component, use N/A.

- **0 - Significant or Total Deterioration:** Large-scale loss and/or deterioration. May be completely missing, or with only a small fragment remaining.
- **1 - Poor Condition:** Unstable with significant areas of cracking and bowing.
- **2 - Moderate Condition:** Structurally stable with significant, or terminally progressive, loss of inscriptions or decorative features from erosion or disaggregation.
- **3 - Good Condition:** Stable condition. Decorative features largely intact. Minor cracks or slight bowing may be evident.
- **N/A:** When tomb does not have that component or the component is not visible enough for a rating.

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Material Integrity

Definition: The extent of existing original material; unimpaired or uncorrupted original craftsmanship. The condition of not being marred or violated by modern or inappropriate materials or interventions.

Method: Circle the appropriate rating for Primary Structure, Roof, Stucco, Ornaments and Tablet System:

- **0 - Total Loss of Integrity:** 25% or less of original materials remain or the overwhelming presence of inappropriate replacement materials and/or alterations.
- **1 - Low Integrity:** 26%-50% of original materials remain or the significant presence of inappropriate replacement materials and/or alterations.
- **2 - Moderate Integrity:** 51%-75% of original materials remain or the obvious but tolerable presence of replacement materials and/or alterations.
- **3 - High Integrity:** 76% or more of original materials remain or the absence of or minimal presence of inappropriate replacement materials and/or alterations.

* **Inappropriate replacement materials:** Replacement with materials not in keeping with their historic or traditional use and appearance to the tomb, marker or landscape. (Does not include traditional maintenance.)

** **Inappropriate alterations:** Changes not in keeping with original construction or material of the tomb, marker or landscape.

*** **Assumes that it is not inappropriate to have modern replacements in kind. (Same or similar material or construction.)**

Overall Form Integrity

Definition: The extent of existing original form and details. Unimpaired or uncorrupted original craftsmanship. The condition of original detail not being unrecognizable due to loss or marred by modern or inappropriate materials or interventions. Note: The tombs rated as “New/Rebuilt” should be judged in relation to the original tomb design if archival documentation is available. If the original intent is not known, mark this section as N/A.

Method: Circle the appropriate rating:

- **0 - Total Loss of Integrity:** Original form and detail completely indiscernible due to repair, replacement, alteration or loss
- **1 - Low Integrity:** 26%-50% of original form and detail remains due to loss or the significant presence of inappropriate repairs and/or alterations.
- **2 - Moderate Integrity:** 51%-75% of original form and detail remains due to loss or the obvious but tolerable presence of inappropriate repairs and/or alterations.
- **3 - High Integrity:** 76% or more of original form and details remain or the absence of or minimal presence of inappropriate replacement materials and/or alterations.

* **Inappropriate replacement materials:** Replacement with materials not in keeping with their historic or traditional use and appearance to tomb/marker/landscapes. (Does not include traditional maintenance.)

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**** Inappropriate alterations:** Changes not in keeping with original construction, profiles or materials of the tomb, marker or landscape.

*****Assumes that it is not inappropriate to have modern replacements in kind. (Same or similar material or construction.)**

Fragments

Definition: Portions of the surveyed element that have broken off and are still with the tomb should be included in the survey.

Method: Document whether fragments exist and how many for Ornaments and Tablet System. All loose fragments should then be tagged and the fragments should be removed to storage for safekeeping.

VI. LANDSCAPE

Planting Design Type

Definition: The method in which the vegetation has been planted in relation to the tomb and the surrounding landscape.

Method: Check one that applies:

- a. **Container planting:** Vegetation that is contained in an urn, pot, or other self-contained soil structure.
- b. **Bed planting:** Vegetation which is planted in specifically allocated areas of soil separate from surrounding ground surface with a depth of 8 inches or less.
- c. **Coping/raised bed:** A raised planting bed with a depth of over 8 inches, often contained with a retaining wall.
- d. **Specimen planting:** A specimen plant, often a tree or shrub planted alone. The same specimen plant may be associated with multiple tombs.



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Planting Materials

Definition: The type of vegetative materials used in planting.

Method: Check the one that applies.

- a. **Grass**
- b. **Ground cover:** Creeping vine or other low-spreading ground-covering plant.
- c. **Herbaceous:** Plants generally under 30", including ferns, annuals, and perennials.
- d. **Shrub:** "Woody" plants over 24".
- e. **Deciduous tree:** A tree that 'sheds' its leaves in winter months.
- f. **Non-deciduous tree:** A tree with foliage year-round, including evergreens and palm trees.
- g. **Moss**

Planting Species

Definition: Identifiable species used in planting.

Method: For each major identifiable species, list botanical name of plant on line provided and indicate general condition of health for each species listed. Provide an estimated height and width of the plant. Provide an approximate distance from the plant to the closest point of the nearest tomb/marker. (use separate classification and inventory sheet for a complete survey of plant material.)

- **0 - Dead,** Significant or total deterioration.
- **1 - Poor health of plant(s):** Foliage missing or damaged, discoloration, stem/trunk structure shows signs of disease or distress, mechanical or environmental damage evident.
- **2 - Moderate health of plant(s):** Plant health appears stable, minimal appearance of mechanical or environmental damage, foliage appears adequate and of reasonable health.
- **3 - Good health of plant(s):** Plant(s) seems well maintained and appears to thrive in its location, foliage lush, environmental and mechanical damage absent.

Invasive Vegetation

Definition: Identifiable vegetation which damages tomb and/or precinct features.

Method: Check the location(s) which applies:

- **Plant type:** Grass, herbaceous, shrub, tree, microbotic, and/or vine.
- **Location:** Roof, walls, precinct, ornament.
- **Damage:** Indicate the level of damage caused by problem vegetation.
- **0 - Significant or total deterioration** of structure
- **1 - Severe damage:** damage caused by problem vegetation has led to structural instability, loss of important historic features.
- **2 - Moderate damage:** some indication of material damage to individual features or slight damage to tomb structure.
- **3 - Minimal damage:** superficial damage or discoloration, no appearance of significant structural or material damage.

VII. METALWORK

Existence of Metalwork:

Definition: **Metalwork Enclosure:** The ironwork that completely or partially surrounds the tomb.

Method: Mark **Yes** or **No**. If **No**, look for evidence that one might have once existed and mark **Yes** or **No**.

Definition: **Metalwork Ornament:** A separate structure of ironwork, not related to the enclosure.

Method: Mark **Yes** or **No**. If **No**, look for evidence that one might have once existed and mark **Yes** or **No**.

Condition of Metalwork:

Definition: The overall physical state of the metal elements.

Method: See below for definitions of elements. If one exists, circle the appropriate rating:

- **0 - Significant or Total Deterioration or Total Loss.**
- **1 - Poor Condition:** Less than 70% of parts are present or metal is very deteriorated, possibly unsalvageable.
- **2 - Fair Condition:** 70% or more of parts are present and in stable, repairable condition.
- **3 - Good Condition:** 90% or more of parts are present and in stable, repairable, or better condition.

Component - Tomb

Definition: The tomb itself is entirely constructed of cast elements, including roof and wall.

Method: Circle the appropriate rating.

Component - Enclosure

Definition: A built feature that either encloses or defines the tomb/marker precinct.

1. **Complete:** Metal railing with gate enclosing the tomb on all sides and controlling access.
2. **Partial:** Metal railing and gate extending out from the front of the tomb in a "U" shape with a gate for access.

Method: Circle the appropriate rating.

Component - Door

Definition: The access door(s) on a society or individual tomb, in cast iron, cast bronze, sheet metal fabrication or a combination of these.

Method: Write in the appropriate rating.

Component - Ornament

Definition: Decorative metal elements applied or incorporated in a masonry tomb, such as cast iron finials, pressed reliefwork, crestings or downspouts.

Method: Circle the appropriate rating.

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Component - Sculpture

Definition: Cast sculpture in relief or in the round.

Method: Circle the appropriate rating.

Component - Accessories

Definition: Metal elements independent of the tombs such as cast iron urns, wheel guards, or cast benches.

Method: Circle the appropriate rating. Specify in "Comments" field.

Component - Plaque

Definition: Thin flat cast metal applied to or otherwise associated with the tomb. Includes metal markers.

Method: Circle the appropriate rating.

Component - Anchors

Definition:

1. **Tomb:** Metal element serving to reinforce the masonry structure, such as a wrought iron staple or tie.
2. **Tablet:** Bolt or screw holding the tomb tablets in place.

Method: Circle the appropriate rating.

VIII. INSCRIPTIONS

Inscriptions

Definition: The recordation of any text or inscribed names, dates, etc. on closure and associated tablets, other plaques and corner stones concerning those who have been interred within the vault spaces, or in the case of mortuary markers, those who have been buried or honored.

Method: The inscription(s) should be recorded in the language they have been written in within the space provided. If the language is not English, the main facts should be translated in the space below the recorded inscription.

IX. GENERAL COMMENTS

General Comments

Definition: Record comments regarding any condition or element not otherwise accounted for within the survey. This is also the space to record if a photo has been taken of the tomb or to sketch the tomb.

Method: Write concise and clear comments in recognized terminology for cemetery architecture.