



General
Services

**RESIDENT CURATOR PROGRAM
MAINTENANCE GUIDELINES
November 2021**

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FOREWORD AND ACKNOWLEDGMENTS

Loudoun County, through the Department of General Services (DGS), gratefully acknowledges and attributes the following document, *Guidelines for The Maintenance of Historic Properties*, to the Fairfax County Park Authority and the Massachusetts Department of Conservation and Recreation (DCR), through the Office of Cultural Resources. *Guidelines for the Maintenance of Historic Properties* is used by permission from the Resident Curator Program of the and has been adapted, with their permission, for use by the Resident Curator Program of the Loudoun County Department of General Services (DGS).

Guidelines for the Maintenance of Historic Properties was prepared as a means to aid Curators in the development of a long-term maintenance plan for Resident Curator Program properties. The purpose of these Maintenance Standards is to provide a means of evaluating the performance of the Curator as well as to insure a high level of care and protection for these valuable historic resources.

The guidelines contained herein are meant to provide a broad-based philosophy of maintenance, applicable to all historic properties. However, DGS acknowledges that Curatorship properties vary in size and condition, with some properties requiring specialized attention to landscape and architectural details. Therefore, it is DGS's goal to work with each Curator in setting annual priorities for individual properties in order to both preserve the character of the property and minimize future expenditures.

DGS intends to work cooperatively with the Curator in overseeing the condition of the Curatorship property. The result of a well-developed maintenance plan will be the extended life of a historically significant property, lowered costs for the Curator and the public benefit of a well-maintained, attractive property. DGS looks forward to working with Curator towards the common goal of the preservation of the Commonwealth's historic properties.

PART I: BACKGROUND AND PURPOSE

Resident Curator Program

The objective of the Loudoun County Resident Curator program is the preservation of historic buildings within the county. The end goal is to rehabilitate and maintain underutilized historic properties and provide periodic public access to appreciate the historical significance of the properties.

Purpose

The purpose of this document is to describe the maintenance requirements of the Resident Curator Program and to provide the Curator with guidelines for the maintenance of historic properties in the Program.

The following guidelines are general maintenance standards required under a Curatorship lease. However, many Resident Curator Program properties include historic landscape elements which are character defining features of the property. In such cases, significant elements will be identified by DGS, and specific maintenance treatments will be developed with the Curator.

PART II: METHODOLOGY

Annual vs. Cyclical Property Maintenance

There are two categories of property maintenance: annual and cyclical. Since climate, weather conditions and other variables can affect the lifespan of materials, both annual and cyclical maintenance are essential to the proper upkeep of a historic building or landscape. Annual and cyclical maintenance can be defined as follows:

Annual maintenance is a regular, repeated action, periodically performed, but at least once a year, and serves as a preventative measure. In a building, the cleaning of the roof gutters and downspouts would be examples of annual maintenance. In a landscape, mowing the lawn or raking leaves would be categorized as annual maintenance. A well-developed annual maintenance plan can extend the longevity of building materials, preventing costly future repairs.

Cyclical maintenance is a less frequent schedule of repair and replacement with a varied timetable, depending on the material in question. Installation of a new roof would be considered cyclical since it occurs every 15 to 20 years. In a landscape, the rejuvenation of a plant bed or the resetting of stone steps is cyclical maintenance. Since cyclical maintenance can be more expensive than annual maintenance, Curators should anticipate cyclical needs and plan accordingly. A list of the average lifespans for some common building materials is provided at the end of these guidelines.

Goals of Proper Maintenance

Benefits to the Curator:

- a. Cost savings - Annual and cyclic maintenance of a property can prevent more serious and costly deterioration.
- b. Visual Character - If a property is regularly maintained it will look well-kept and attractive and inviting.
- c. Energy Efficiency - Regular work on securing windows, doors, and chimneys as well as placement of insulation insure tighter, more energy efficient buildings. Such efficiency results in annual cost savings for building heat as well as making the building more livable.
- d. Public Safety - Regular and cyclical maintenance insures that buildings are kept up to current building codes and less likely to encourage fires, plumbing leaks and structural failures. Built forms within the landscape also need to be attended to in order to avoid structural failures, earth movement or other problems.
- e. Environmental Protection - Failed septic systems, well contamination, underground fuel storage tank leaks, overuse of pesticides and herbicides and other forms of environmental degradation can be avoided if tested, checked and/or inspected on a regular basis.

Benefits to the County:

- a. Compatibility with Public Open Space: Over the years DGS has acquired land for public use and has maintained these properties to a high standard. A comprehensive maintenance plan for a Resident Curator property will enhance the appearance of the DGS facility and promote the goals of the facility management plan.
- b. Preservation and Awareness of Historically Significant Properties: Each property - building and landscape - is a significant physical reminder of the past. With proper maintenance, they will be preserved for many generations to come. Each property eligible for listing in the Loudoun County Resident Curator Program will be featured on the [Resident Curator Program webpage](#).
- c. Public Benefit – Resident Curator properties will be open to the public periodically. Regular maintenance of the property will add to the public enjoyment of the historic site.

PART III: MAINTENANCE STANDARDS

In order to keep the Resident Curator Program properties - both buildings and their settings - in good, operable condition, the following minimum standards shall apply:

Building Exteriors

Buildings shall be kept tight to the weather by installation of watertight roofing, protective paint coatings, proper drainage systems and other means by which water is prevented from penetrating into the building. Foundation plantings shall be pruned in order to prevent excessive moisture against the buildings.

Building Interior

Interiors shall be kept clean and dry. To the greatest extent possible, interior plaster and wood finishes shall be protected from insect infestation, condensation and water penetration.

Building Structure

Buildings shall be kept dry, structurally sound and in good repair. While under structural repair, buildings shall be stabilized and properly protected to prevent further damage to the building or to persons performing or observing the work in progress. All building repairs shall comply with all applicable state and/or local building codes. In the event repairs and/or restoration cannot occur immediately, the building shall be stabilized, in accordance with recognized preservation standards, in order to prevent further deterioration.

Building Systems

All building systems (plumbing, heating, air conditioning, electrical, smoke detector, fire suppression, security alarm systems and other building systems) shall be kept operable and in good repair and shall comply with applicable state and/or local building codes. The Curator shall take every measure to prevent water leaks and resultant damage, electrical shocks or failure, and other similar damage that may result from the failure of a building system.

Grounds

The Curator shall keep the grounds around the buildings in good condition. Grounds shall be free of litter or debris, clear of clutter and, generally, shall be kept neatly and attractively. The Resident Curator Program property shall be kept in accordance with the standards and goals established by the property management and/or Resident Curator Landscape Management plan, including mowing schedules and historic landscape management. Where applicable, the Curator shall maintain the landscaped areas of the property in accordance with recognized standards for maintenance of historically significant landscapes. The Curator shall exercise every effort to protect, stabilize and maintain significant landscape features for interpretation and/or restoration. Missing or deteriorated landscape elements will be replaced, in kind.

Environmental Hazards

All Resident Curator Program properties shall be kept free of environmental contaminants or hazards including, but not limited to, unregistered vehicles, unused/antiquated agricultural machinery or vehicles or parts thereof, automotive lubricants, hazardous and/or toxic materials, used tires, tree stumps, road salts and other potential contaminants to the ground.

The Curator shall keep all buildings free of destructive rodents and other animals or pests that may cause damage to the property. If applicable, the Curator shall maintain a septic system in compliance with the State of Virginia Sanitary Code and shall maintain a potable water supply in accordance with State and local standards.

Sanitation

Properties shall be kept clean and free of litter and debris. Trash and other wastes shall be removed on a regular basis. If the permitted uses of a property include the keeping of domestic or farm animals the Curator shall remove animal wastes on a regular basis. The composting of organic wastes shall comply with all local health and safety regulations.

Compost piles shall be located in areas approved by DGS.

Permitting

The Curator will be responsible for obtaining all necessary permits and approvals for work on the Curatorship property. Special resources such as wetlands and archaeological sites contained within the Curatorship property will be identified.

PART IV: REVIEW & INSPECTION

Review

Cyclical maintenance of the Curatorship property may involve major changes to the building or landscape. **Replacement of or significant repair to historic fabric, including landscape elements, will require formal and written approval from DGS.**

Inspection

Each year a DGS representative will inspect the property with the Curator. Using the checklist found in below, the inspector will evaluate the condition of the property and the performance of the Curator.

The Curator should inspect the property periodically to insure that the guidelines are being met prior to the annual inspection. From the ground, binoculars will make the inspection easier. The best time to observe the performance of the roof is during a moderate rain, when the drainage systems are in full use. The Quick Checks found in Appendix B will aid the Curator in identifying areas which need attention. The checklists provided address general maintenance issues and should be customized to include special features or circumstances associated with a specific property.

PART V: APPENDICES

Annual Maintenance Inspection Checklist

Property Name:			
Date of Inspection:			
DGS Representative(s) present:			
I. BUILDING EXTERIOR			
yes	no	n/a	A. Roof Structure and Materials
			1. Are there any missing, broken, or damaged roof slates or shingles?
			2. Are wooden shingles splitting and/or curling?
			3. Are slates cracked?
			4. Are there any signs of rusting?
			5. Are there any indications of standing water, water back-up or other water damage? (Example: damage from ice dams, damaged or missing gutters)
			6. Does any part of the roof sag or look out of alignment?
			7. Is there any damage to the cornice, soffits or fascia boards?
			8. Are there loose, rotten or missing gutters?
			9. Is the paint on the gutters peeling from the gutter?
			10. Do the gutters need to be cleaned and oiled with linseed oil?
			11. Do the downspouts need to be adjusted and connected with the gutter?
			12. Does the water from the downspouts need to be directed away from the house?
			13. Does the house need splash pads?
			14. Does the water collect near the foundation?
Comments:			

yes	no	n/a	B. Chimneys (from roof line up)
			1. Are the chimney flashings unsecured from either the roof or the chimney?
			2. Is the masonry cracked or crumbling?
			3. Are bricks and/or chimney cap cracked or missing?
			4. Is the chimney leaning more than a few degrees?
			5. Is there bracing on the chimney?
			6. Are the chimneys in need of cleaning?
Comments:			

			C. Exterior Walls
			1. Are the walls warped or bulging?
			2. Are doors and windows misaligned with their frames or operating improperly?
			3. Are there signs of settlement around the doors and windows?
			4. Is the exterior siding placed on the building improperly?
			5. If wooden exterior walls, does the exterior siding undulate, buckle or curl?
			6. If brick or masonry walls, are mortar joints spalled, washed out or broken?
Comments:			

yes	no	n/a	D. Exterior Woodwork
			1. Is the woodwork less than 6"-8" from the ground?
			2. Do probes into the wood indicate more than a % penetration?
			3. Is there any rotted or splitting wood?
			4. Are there any signs of dirt (in the form of termite mud tunnels) on foundations, steps and cellar walls?
			5. Are there any signs of insect boring, such as holes, sawdust, wood penetration, or other indicators?
			6. Are vines and other vegetation located close to the house, thus keeping moisture close to the house and inviting insect damage and rot?
Comments:			

yes	no	n/a	E. Exterior Trim and Finishes
			1. Are there any clapboards or sheathing materials missing from the exterior?
			2. Are there any loose, cracked or damaged clapboards or sheathing materials?
			3. Are sheathing materials improperly attached to the wall?
			4. If aluminum, vinyl or asbestos siding is over the original sheathing, is artificial siding cracking, buckling or splitting, etc.? Does the siding prevent the building from breathing?
			5. Is decorative woodwork improperly secured to the house?
			6. Do decorative features, windows, door frames and other areas need to be caulked and painted?
			7. Is paint peeling, flaking or blistering? (If so, check for moisture in the walls and presence of a vapor barrier)
			8. Do any joint areas require caulking or flashing to prevent moisture penetration
			9. Does the surface contain mildew, chalking or other paint surface reaction?
Comments:			

yes	no	n/a	F. Doors and Windows
			1. Are doors and windows improperly fitted in their openings?
			2. Is the glass cracked, loose or improperly glazed or painted?
			3. Is there any rotted wood in the sills or lower rails?
			4. Is weather stripping failing?
			5. Are exterior storm windows and doors uninstalled?
Comments:			

yes	no	n/a	G. Foundation and Masonry
			1. Is water collecting at the foundation walls?
			2. Is the foundation or masonry cracked or crumbling?
			3. Are bricks, stone and/or parging cracked or missing?
			4. Is the mortar eroding or loosening?
			5. Are there serious signs of building settlement (i.e., more than hairline cracks in the masonry)?
			6. Are there any signs (bulges, cracks, etc.) of separation of brick courses?
Comments:			

II. BUILDING INTERIOR			
yes	no	n/a	A. Cellar/Basement
			1. Is the basement inadequately ventilated?
			2. Does the basement smell damp and moldy?
			3. Do sills or joists show signs of termite or insect damage? (Probe wood to determine extent of damage)
			4. Are there any signs of building sagging or deflection? (If so, check for weakened support posts, rotten beams, etc.)
			5. Are there any signs (wood dust, holes, active insects) of weakened or damaged floor joists or beams, flooring or other wooden members?
			6. Are there indications of leaking pipes — water pipes, pumps or wells, waste pipe failure, etc.?
			7. Is there any flooding in the basement?
			8. Is the bulkhead unsecured or improperly flashed and caulked?
			9. If there is a crawl space, is it opening and allowing moisture to enter the house?
			10. Is the foundation mortar separating from the masonry foundation or cracking?
Comments:			

yes	no	n/a	B. Finished Spaces
			1. Are there any signs of damp plaster on ceilings, walls, around chimneys, under kitchen or bathrooms, or in other applicable locations?
			2. Is there any vibration or "bounce" to the staircase or other floor area of the house, indicating potential structural problems?
			3. Do floors sag or vibrate when there is a lot of foot traffic or jumping?
			4. Are there prominent cracks in walls, floors or near window or door casings which indicate settlement?
			5. Are these cracks old or recently created?
Comments:			

yes	no	n/a	C. Insulation and Ventilation
			1. Are the exterior walls uninsulated? If not, what insulating material is used, and was a vapor barrier installed?
			2. Is attic insulation improperly installed?
			3. Does the attic insulation restrict adequate ventilation?
Comments:			

yes	no	n/a	D. Attic
			1. Are there any signs of leaks (staining) on the attic rafters or sheathing?
			2. Is the attic improperly ventilated, causing moisture and mildew to collect on the underside of the roof?
			3. Are there any sagging rafters, broken collar ties or other structural deficiencies?
			4. Are the chimney bricks in the attic loose or in bad condition?
			5. Are there any holes in the chimney or indication that there is a failure of the present chimney flue to contain the heat generated from the heating system and/or fireplaces?
			6. Is there any evidence of insect infestation (sawdust, borings, etc.) in wooden members (rafters, purlins or sheathing)?
Comments:			

III. BUILDING SYSTEMS			
yes	no	n/a	A. Water Systems and Plumbing
			1. Is water pressure inadequate?
			2. If a private well, is the pump malfunctioning?
			3. If a private well are there any issues with the drinking water quality?
			4. Are there any leaks in the water lines?
			5. Are the kitchen and bathroom fixtures improperly installed, causing leaks, "sweating", or other water damage?
Comments:			

yes	no	n/a	B. HVAC System
			1. Is the HVAC system malfunctioning?
			2. Are filters clean and installed properly?
Comments:			

yes	no	n/a	C. Sewage/Septic Systems
			1. Are there odors emanating from the septic tank/field or sewage line area?
			2. If a septic system, are there any depressions or "wet spots" in the ground area adjacent to or within the septic field?
			3. Does the septic tank need pumping?
Comments:			

yes	no	n/a	D. Natural Gas Systems
			1. Are there any natural gas/propane odors emanating from the system?
			2. If a propane tank is located on the property, is it improperly secured?
Comments:			

yes	no	n/a	E. Electrical Systems
			1. Are overhead electrical lines coming into the property disconnected or uncovered?
			2. Are poles supporting the wires too close to tree limbs and other encumbrances?
			3. Have any major electrical appliances been added to the system within the last year?
			4. Do any lights or electrical utilities fail when turned on?
			5. Are bathroom, laundry room and kitchen ground fault outlets working properly?
			6. Beyond regional electric systems failures, have there been any electrical failures, "black outs", or other problems within the last year?
			7. Are any electrical lines located close to water sources?
			8. Are any outside electrical plugs and lights exposed to weather damage?
Comments:			

yes	no	n/a	F. Telephone/Cable System
			1. Are the overhead telephone lines coming into the property loose or disconnected?
			2. Are poles supporting the wires too close to tree limbs or other encumbrances?
Comments:			

yes	no	n/a	G. Fire/Security Systems
			1. If there is a fire suppression system, is it due for an annual checkup?
			2. If there is a home security system, is it due for an annual checkup?
Comments:			

yes	no	n/a	IV. WALKWAY AND DRIVEWAY MAINTENANCE
			1. Are the walks and driveway surfaces in bad condition, with any uneven or cracked surfaces?
			2. If gravel, stone or brick paths, are any materials missing and is infill material needed to supplement existing way?
			3. If an asphalt material, does surface need a seal coat?
Comments:			

yes	no	n/a	V. MISCELLANEOUS PROVISIONS
			1. Are there any systems and/or property features that warrant special maintenance considerations and/or unique treatment? If so, what are they and what special provisions need to be made?
			2. Are trash containers securely covered to prevent animals from getting in?
			3. Are trash containers left in the street after trash pickup?
			4. Where waste collection is not available, is no more than two weeks' worth of waste collected located on the site?
			5. Are recycling materials uncovered?
			6. Is more than a month's worth of recycled materials located on the site?
			7. Are ladders, building materials and other construction-related equipment properly secured to limit theft and insurance liability?
			8. Are boats, mobile homes, trailers, recreational vehicles, etc., in plain view?
			9. Is the yard littered with children's toys, bicycles, plant pots, garden tools, barbecue grill and other items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Is the outside laundry line screened in plain view?
Comments:			

			VI. COMPLIANCE AND COMPATIBILITY
yes	no	n/a	
			1. Has the Curator failed to comply with the reporting requirements of the lease agreement?
Comments:			

			VII. REMINDERS
yes	no	n/a	
			1. Are there any unpaid taxes on the property?
			2. Is the insurance coverage inadequate or out of date?
			3. Do we need a copy for the file?
			4. Are any utility services out of date?
Comments:			

ANNUAL BUILDING AND LANDSCAPE QUICK CHECKS 3 MONTH INSPECTION

	Inspect yard to see that it is properly maintained/picked up
	Check foundation plantings for moisture retention
	Check roof for debris
	Clean downspouts and gutters. Oil gutters
	Check fuse box for proper operation and amperage of fuses
	Inspection of yard
	Mow lawn regularly (April-November)
	Weed/water lawn and planting beds (April-November)
	Mulch (seasonal)
	Check irrigation systems

6 MONTH INSPECTION

	Inspect foundation for movement, spalling or other damage
	Inspect and treat for insect damage and/or nests
	Check for any structural deficiencies in wooden members
	Inspect joint areas for caulking and flashing
	Check condition of exterior paint
	Check condition and energy efficiency of doors, windows and bulkhead
	Check gas/propane system for leaks and proper connection to structure
	Inspect electrical lines to determine if they are free of obstructions
	Inspect interior electrical systems for proper operation
	Test fire suppression system for proper operation
	Test security alarm system for proper operation
	Apply fertilizers, and lime to lawns and plants (as needed)
	Apply soil nutrients (as needed)
	Rake leaves, general yard clean up (seasonal)
	Aerate Lawn
	Replace plant materials (spring and fall for trees and shrubs)
	Prune trees and shrubs (spring and fall)
	Clear paths and trails
	Mow meadow (once per year or as needed)
	Inspect fruit trees
	Divide perennials

9 MONTH INSPECTION

	Check exterior walls for bulges, settlement, and curling clapboards
	Check condition of exterior woodwork (trim, corner boards, posts, balustrades)
	Review plumbing system for leaks, "sweating" and general operation
	Protect garden furnishings (paint as needed)
	Inspect driveway and drainage system

12 MONTH INSPECTION

	Inspect roof for leaks, shingle/slate coverage, structural changes, and proper ventilation
	Clean heating system (ducts and vents)
	Inspect and clean chimney
	Check insulation materials and vapor barriers
	Inspect septic system for proper operation and/or pumping
	Inspect driveways and walkways
	Test private well water per State and Local regulations
	Test soils for Ph and other factors (add supplements as needed)
	Clean drainage structures
	Repoint masonry on garden structures (as needed)

Resident Curator Program

Maintenance Guidelines

CYCLICAL BUILDING AND LANDSCAPE MILESTONES

2-5 YEAR TASKS

- ┆ Apply fungicide treatment to wooden roof shingles.
- ┆ Check roof air circulation
- ┆ Repair windows and doors for damage and energy efficiency Check and clear property storm drainage system Install basement vapor barrier (as needed)
- ┆ Add insulation to walls, basement ceiling and attic (as needed)
- ┆ Check house for proper ventilation - basement, attic and living area
- ┆ Pump septic system (every two years or more as necessary)
- ┆ Replace/supplement path materials
- ┆ Drain and clean ornamental pool
- ┆ Remove invasive plant material from natural pond
- ┆ Stabilize stone walls
- ┆ Stabilize garden structures
- ┆ Replace lawnmower blades

5-10 YEAR TASKS

- ┆ Repoint chimneys and foundations, add related flashings (as needed)
- ┆ Paint interior walls, trim and ceilings
- ┆ Paint exterior siding, trim and windows
- ┆ Replace gas meter (every 7 years)
- ┆ Replace hot water tank (every 5-10 years)
- ┆ Rejuvenate plant beds (as needed)
- ┆ Replace/stabilize driveway materials

11-15 YEAR TASKS

- ┆ Replace linoleum and similar flooring materials
- ┆ Refinish wood floors (as needed)
- ┆ Repair or replace private well pump
- ┆ Replace gas dryer
- ┆ Replace propane tank
- ┆ Replace/repair garden water system
- ┆ Replace/Repair wooden fencing and posts

16-20 YEAR TASKS

- ┆ Replace roofing materials and wooden sheathing as necessary
- ┆ Replace synthetic (vinyl, aluminum, etc.) as needed
- ┆ Replant lawn area (as needed)

Resident Curator Program Maintenance Guidelines

21-30 YEAR TASKS

- ┌ Replace wooden clapboard, trim and/or decorative elements (as needed)
- ┌ Repoint masonry (as needed)
- ┌ Repair cracks from structural settlement (as needed)
- ┌ Replace gas boiler
- ┌ Replace gas or electric stove
- ┌ Replace water lines to property

Average Lifespan of Some Common Building Materials

BUILDING EXTERIOR

Roof

Asphalt Shingles	20-25 years
Slate/Tile	60-80 years
Wooden Shingle	20-30 years
Metal	20-30 years

Chimneys

Brick/Stone	10-15 years (repoint)
Clapboard or Metal cover	15-20 years
Clay Flue Liner	75 years

Masonry Foundation	10 years (repoint)
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Exterior Walls

Wooden Clapboard	25 years
Wooden Shingles	40 years
Paint	5-7 years
Brick, stone, concrete block	25 years (repoint)
Synthetic siding (aluminum, vinyl)	20-30 years

Exterior Woodwork	Indefinitely (with proper maintenance)
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BUILDING INTERIOR

Finishes

Paint, varnish and wallpaper	7-10 years
Wood Flooring	5-10 years (refinish)
Linoleum	10-15 years

Resident Curator Program Maintenance Guidelines

BUILDING SYSTEMS

Plumbing

Lead pipes	Replace immediately
Water Meter	7-10 years
Well pump	10-20 years
Fixtures	Varies
Septic	Pump every 5 years

Heating Systems

Gas meter	7 years
Boiler	15-20 years (repair @ 10 years)
Water Water Tank	5-10 years
Oil Tank	25-10 years (inspect @ 5 years)

Electrical System

Electrical System	50 years
Pull cords	5 years
Switch plates and outlets	15 years
Lighting fixtures	20 years
Electric heat pump	20-25 years (repair @ 10 years)
Baseboard wiring	2-5 years (repair)

Insulation

Insulation (Check for settlement)	2 years
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Life Safety Systems

Smoke detectors	15 years
Home security system (repair)	10 years