

# **THE NATIONAL TRUST OF TRINIDAD AND TOBAGO**

## **RECOMMENDED** **RESTORATION GUIDELINES**

The following are the recommended guidelines for the restoration of listed buildings.

These guidelines are guided by the grade of listing and legal stipulations for that particular grade.

April 5, 2007

## **RESTORATION GUIDELINES**

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

1. The distinguishing original qualities or character of the building structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features must be avoided.
2. The building site shall be recognized as a product of its own time. Alterations that have no historical basis and which seek to create an appearance pre-dating the structure shall be discouraged.
3. Distinctive stylistic features or examples of skilled craftsmanship which characterize the building, structure, or site shall be treated with sensitivity.
4. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, colour, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from buildings or structures.
5. The surface cleaning of the structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
6. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to the project.
7. Contemporary design for alterations shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials and such design is compatible with the size, scale, colour, material and character of the property.
8. Wherever possible, new additions or alterations or alterations shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

## **THE ENVIRONMENT**

### Recommended

Retaining distinctive features such as the size, scale, mass, colour and materials of buildings, including roofs, porches and stairways that give a neighbourhood its distinguishing character.

Retaining landscape features such as parks, gardens, street lights, signs, beaches, walkways, streets, alleys and building setbacks that have traditionally linked buildings to their environment.

Using new plant materials, fencing, walkways, street lights, signs and character of the neighbourhood in size, scale, material and colour.

### Not Recommended

Introducing new construction into neighbourhoods that is incompatible with the character of the district because of size, scale, colour and materials.

Destroying the relationship of buildings and their environment by widening existing streets, changing paving materials or by introducing inappropriately located new streets and parking lots that are incompatible with the character of the neighbourhood.

Introducing signs, street lighting, benches, new plant materials, fencing, walkways and paving materials that are out of scale or are inappropriate to the neighbourhood.

## **BUILDING SITE**

### Recommended

Identifying plants, trees, fencing, walkways, outbuildings, and other elements that might be an important part of the property's history and development. All plant equipment on grade must be designed and landscaped in keeping with the scale and external aesthetics of the building and not be a visual intrusion.

### Not Recommended

Making changes to the appearance of the site by removing old plants, trees, fencing, walkways, outbuildings, and other elements before evaluating their importance in the property's history and development.

<u>BUILDING SITE (cont'd)</u>	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Basing decisions for new site work on actual knowledge of the past appearance of the property found in photographs, drawings, newspapers, and tax records. If changes are made there should be a carefully evaluation in light of the past appearance of the site.</p> <p>Providing proper site and roof drainage to ensure that water does not splash against building or foundation walls, or drain toward the building.</p>	<p>Leaving plant materials and trees in close proximity to the building that may be causing deterioration of the historic fabric.</p>
<b>ARCHAEOLOGICAL FEATURES</b>	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Leaving known archaeological resources intact.</p>	<p>Installing underground utilities, pavements, and other modern features that disturb archaeological resources.</p>
<p>Minimizing disturbance of terrain around the structure, thus reducing the possibility of destroying unknown archaeological resources.</p> <p>Arranging for an archaeological survey of all terrain that must be disturbed during the rehabilitation program. The survey should be conducted by a professional archaeologist.</p>	<p>Introducing heavy machinery or equipment into areas where their presence may disturb archaeological resources.</p>

**BUILDING: STRUCTURAL SYSTEMS**

<u>Recommended</u>	<u>Not Recommended</u>
<p>Recognizing the special problems inherent in the structural systems of historic buildings, especially where there are visible signs of cracking, deflection, or failure.</p> <p>Undertaking stabilization and repair of weakened structural members and systems.</p>	<p>Disturbing existing foundations with new excavations that undermine the structural stability of the building.</p> <p>Leaving known structural problems untreated that will cause continuing deterioration and will shorten the life of the structure.</p>
<p>Replacing historically important structural members only when necessary. Supplementing existing structural systems when damaged or inadequate.</p> <p>Retaining original masonry and mortar, whenever possible, without the application of any surface treatment.</p> <p>Duplicating old mortar in composition colour and texture.</p>	<p>Applying waterproof or water repellent coatings or surface consolidation treatments unless required to solve a specific technical problem that has been studied and identified. Coatings are frequently unnecessary, expensive and can accelerate deterioration of the masonry.</p>

**BUILDING: EXTERIOR FEATURES**

**Masonry: Adobe, brick, stone, terra cotta, concrete, stucco and marta**

<u>Recommended</u>	<u>Not Recommended</u>
Repairing plaster with mixture that duplicates the original as closely as possible in appearance and texture.	Repointing with mortar of high Portland cement content can often create a bond that is stronger than the building material. This can cause deterioration as a result o the differing coefficient of expansion and the differing porosity of the material and the mortar.
Cleaning masonry only when necessary to halt deterioration or to remove graffiti and stains and always within the gentlest method possible, such as low pressure water and soft natural bristly brushes.	High pressure water-blasting and sandblasting, (including dry and wet grit and other abrasives); this method of cleaning erodes the surface of the material and accelerates deterioration. Using chemical cleaning products that would have an adverse chemical reaction with the masonry materials, i.e., acid on limestone or marble.
Repairing or replacing deteriorated material with new material that duplicates the old as closely as possible.	Applying new material which is inappropriate or was unavailable when the building was constructed.
Replacing missing significant architectural features, such as cornices, brackets, railings and shutters.	Removing architectural features such as cornices, brackets, railings, shutters, window architraves, and door way pediments.
Retaining the original or early colour and texture of masonry surfaces, including early signage.	Removing paint from masonry surfaces indiscriminately. This may subject the building to damage and change its appearance.

BUILDING: EXTERIOR FEATURES (cont'd)

**Wood: Clapboard, weatherboard, shingles and other wooden siding**

<u>Recommended</u>	<u>Not Recommended</u>
Retaining and preserving significant architectural features.	Removing architectural features such as cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building's character and appearance that illustrate the continuity of growth and change.
Repairing or replacing, where necessary, deteriorated material that duplicates original in size, shape and texture.	

**Architectural Metals: Cast iron, steel, pressed tin, aluminium and zinc**

<u>Recommended</u>	<u>Not Recommended</u>
Retaining original material, whenever possible	Removing architectural features that are an essential part of a building's character and appearance, illustrating the continuity of growth and change.
Cleaning when necessary with the appropriate method. Metals would be cleaned by methods that do not abrade the surface.	Exposing metals which were intended to be protected from the environment. Do not use cleaning methods which alter the colour, texture, and tone of the metal.

**BUILDING: EXTERIOR FEATURES (cont'd)**

**Roofs and Roofing**

<u>Recommended</u>	<u>Not Recommended</u>
Preserving the original roof shape	Changing the essential character of the roof by adding inappropriate features such as dormer windows, vents, or skylights.
Retaining the original roofing material, whenever possible.	Applying new roofing material that is inappropriate to the style and period of the building and neighbourhood.
Providing adequate roof drainage and insuring that the roofing materials provide a weather tight covering for the structure.  Replacing deteriorated roof coverings with new material that matches the old in composition, size, shape, colour and texture.	Replacing deteriorated roof coverings with new materials that differ to such an extent from the old in composition, size, shape, colour, and texture that the appearance of the building is altered.
Preserving or replacing where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting and weather vanes.	Stripping the roof of architectural features important to this character.



<b>BUILDING: EXTERIOR FEATURES (cont'd)</b>	
<b><u>Window and Doors</u></b>	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Retaining and repairing window and door openings, frames, sash, glass, doors, lintels, sills, pediments, architraves, hardware, awnings and shutters where they contribute to the architectural and historic character of the building.</p>	<p>Introducing or changing the locating of size of windows, doors and other openings that alter the architectural and historic character of the building.</p> <p>Replacing window and door features on significant facades with historically and architecturally incompatible materials such as anodized aluminium, mirrored or tinted glass.</p> <p>Removing window and door features that can be repaired where such features contribute to the historic and architectural character of the building.</p> <p>Changing the side or arrangement of window panes, muntins, and rails where they contribute to the architectural and historic character of the building.</p> <p>Installing on significant facades shutters, screens, blinds, security grills and awnings which are historically inappropriate and which detract from the character of the building.</p> <p>Installing new exterior storm windows and doors which are inappropriate in size or colour, which are inoperable, or which require removal of original windows and doors.</p>

**BUILDING: EXTERIOR FEATURES (cont'd)**

**Window and Doors (cont'd)**

<u>Recommended</u>	<u>Not recommended</u>
<p>Replacing missing or irreparable windows on significant facades with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.</p>	<p>Replacing sash which contribute to the character of a building with those that are incompatible in size, configuration, and reflective qualities or which alter the set back relationship between window and wall.</p> <p>Installing heating/air conditioning units in the window frames when the sash and frames may be damaged. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.</p>
<b><u>Entrances, porches and steps</u></b>	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Retaining porches and steps that are appropriate to the building and its development.</p> <p>Repairing or replacing, where necessary, deteriorated architectural features of wood, iron, cast iron, terra cotta tile and brick.</p>	<p>Removing or altering porches and steps that are appropriate to the building's development and style.</p> <p>Stripping porches and steps or original material and architectural features, such as hand rails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra cotta, tile and brick.</p>

<b>BUILDING: EXTERIOR FEATURES (cont'd)</b>	
<b><u>Entrances, porches and steps</u></b>	
<u>Recommended</u>	<u>Not Recommended</u>
	Enclosing porches and steps in a manner that destroys their intended appearance.
<b><u>Exterior Finishes</u></b>	
<u>Recommended</u>	<u>Not Recommended</u>
Discovering the historic paint colours and finishes of the structure and repainting with those colours to illustrate the distinctive character of the property.	<p>Removing paint and finishes down to the bare surface; strong paint strippers whether chemical or mechanical can permanently damage the surface. Also stripping obliterates evidence of the historical paint finishes.</p> <p>Repainting with colours that cannot be documented through research and investigation to be appropriate to the building and neighbourhood.</p>
<b><u>BUILDING: INTERIOR FEATURES</u></b>	
<u>Recommended</u>	<u>Not Recommended</u>
Retaining original material, architectural features, and hardware, whenever possible, such as stairs, elevators handrails, balusters, ornamental columns, cornices, baseboards, doors, doorways, windows, mantel pieces, panelling, lighting fixtures, parquet or mosaic flooring.	<p>Removing original material, architectural features, and hardware, except where essential for safety or efficiency.</p> <p>Replacing interior doors and transoms without investigating alternative fire protection measures or possible code variances.</p>

<b>BUILDING: EXTERIOR FEATURES (cont'd)</b>	
<u>Recommended</u>	<u>Not Recommended</u>
Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.	Installing new decorative material and panelling which destroys significant architectural features or was unavailable when the building was constructed, such as vinyl plastic or imitation wood, wall and floor coverings, except in utility areas such as bathrooms and kitchen.
Retaining original plaster, whenever possible.	Removing plaster to expose brick to give the wall an appearance it never had.
Discovering and retaining original paint colours, wallpaper and other decorative motifs or, where necessary, replacing them with colours, wallpaper or decorative motifs based on the original.	Changing the texture and patina of exposed wooden architectural features (including structural members) and masonry surfaces through sandblasting or use of other abrasive techniques to remove paint, discoloration and plaster.
Retaining the basic plan of a building, the relationship and size of rooms, corridors, and other spaces.	Enclosing important stairways with ordinary fire rated construction which destroys the architectural character of the stair and the space.  Altering the basic plan of a building by demolishing principal walls, partitions, and stairways.

<b>NEW CONSTRUCTION</b>	
<u>Recommended</u>	<u>Not Recommended</u>
<p>Keeping new additions and adjacent new construction to a minimum, making them compatible in scale, building materials and texture.</p> <p>Designing new work to be compatible in materials, size, colour, and texture with the earlier buildings and the neighbourhood.</p> <p>Using contemporary designs compatible with the character and mood of the building or the neighbourhood.</p> <p>Protecting architectural details and features that contribute to the character of the building.</p> <p>Placing television antennae and mechanical equipment, such as air conditioners, in an inconspicuous location.</p>	<p>Designing new work which is incompatible with the earlier building in materials, size, scale, and texture.</p> <p>Imitating an earlier style or period of architecture in new additions, except in cases where a contemporary design would detract from the historical structure and architectural unity of an ensemble or group. Especially avoid imitating an earlier style or architecture in new additions that have a completely contemporary function such as a drive-in bank or garage.</p> <p>Adding new height to the building that changes the scale and character of the building. Additions in height should not be visible when viewing the principal facades.</p> <p>Adding new floors or removing existing floors that destroy important architectural details, features and spaces of the building.</p> <p>Placing television antennae and mechanical equipment, such as air conditioners, where they can be seen from the street.</p>

**MECHANICAL SYSTEM: AIR CONDITIONING, ELECTRICAL, PLUMBING  
FIRE PROTECTION**

<u>Recommended</u>	<u>Not recommended</u>
<p>Services should be accessible but not visible.</p> <p>Installing necessary mechanical systems in areas and spaces that will require the least possible alternation to the structural integrity and physical appearance of the building.</p> <p>Utilizing early mechanical systems, including plumbing and early lighting fixtures, where possible.</p> <p>Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities. Surface wiring should not be visible but hidden in specially designed trunking compatible with the architectural detailing of the period.</p> <p>Ensure adequate ventilation of attics, crawl spaces, and cellars to prevent moisture problems.</p>	<p>Causing unnecessary damage to the plan, materials, and appearance of the building when installing mechanical systems.</p> <p>Attaching exterior electrical and telephone cables to the principal elevations of the building.</p> <p>Installing vertical runs of ducts, pipes and cables in places where they will be a visual intrusion.</p> <p>Installing “dropped” acoustical ceilings to hide mechanical equipment. This destroys the proportions and character of the rooms.</p> <p>Installing foam, glass fiber, or cellulose insulation into wall cavities of either wood or masonry construction. This has been found to cause moisture problems when there is no adequate moisture barrier.</p>

**SAFETY AND CODE  
REQUIREMENTS**

Recommended

Complying with code requirements in such a manner that the essential character of a building is preserved intact.

Working with local code officials to investigate alternative life safety measures that preserve the architectural integrity of the building.

Installing adequate prevention equipment in a manner that does minimal damage to the appearance or finish materials and details of a property.

Moulding new stairway and elevators that do not alter existing exit facilities or the important architectural features and spaces of the building

Adding new stairways and elevators that alter existing exit facilities or important architectural features and spaces of the building.