



National Park Service  
U.S. Department of the Interior

# National Park Service Northeast Region's Guidelines for the Treatment of Historic Furnished Interiors

in Accordance with  
The Secretary of the Interior's Standards for the  
Treatment of Historic Properties



NORTHEAST  
**MUSEUM  
SERVICES**  
C E N T E R

On the Cover: North Room, Sagamore Hill, Oyster Bay, NY. Courtesy of Sagamore Hill National Historic Site, National Park Service. Sagamore Hill was Theodore Roosevelt's home from 1886 until his death in 1919. Twenty-five rooms are open to the public and almost all of the furnishings are original.

The *Secretary of the Interior's Standards for the Treatment of Historic Properties*, revised in 1992, were codified as 36 CFR Part 68 in the 12 July 1995 *Federal Register* (Vol. 60, No.133) with an "effective" date of 11 August 1995. The Standards are regulatory for projects receiving federal grant-in-aid funds and Tax Act projects; otherwise, the Standards and Guidelines are intended only as general guidance for work on any historic property.

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Standards for the Treatment of  
Historic Properties

**Northeast Museum Services Center,  
National Park Service, U.S. Department of the Interior  
with  
Mid-Atlantic Association of Museums  
New York State Office of Parks, Recreation and Historic Preservation  
Pennsylvania Historical and Museum Commission**

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The work to create the *National Park Service Northeast Region's Guidelines for the Treatment of Historic Furnished Interiors in Accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties* began in 1992 and has continued through many phases. It is necessary to acknowledge the many individuals and several working groups that brought the project to fruition.

The early leaders were the Mid-Atlantic Association of Museums (MAAM) Historic Site Administrators Committee, principally Melissa Heaver, John Lovell, John Maounis, Melodye Moore, and Nancy Waters. They identified the need for more intellectual rigor and standards for the historic furnished interior after attending the 1992 Interiors II conference in Washington, DC. They attended both the 1994 and 1998 focus group meetings.

On June 14-15, 1994, the MAAM Historic Site Administrators Committee invited experts from a number of fields to Cliveden for the first focus group on the historic furnished interior. This meeting was a joint effort of the National Park Service; National Trust for Historic Preservation; New York State Office of Parks, Recreation, and Historic Preservation; and Pennsylvania Historical and Museum Commission to define the issues and stimulate interdisciplinary dialogue and cross-institutional collaboration. In November 1994 the findings of this focus group were presented at the MAAM annual meeting in Annapolis, MD. Focus group participants included Eloise Beil, John Brucksch, Robin Campbell, Nancy Carlisle, Ulysses Dietz, Jennifer Esler, Michael Ettema, Elizabeth Laurent, Barbara Martin, Kate Catalano Milley, Jane Nylander, Stephen Patrick, Richard Pieper, Dwight Pitcaithley, Brenda Reigle, Karen Serota, Kevin Stayton, Rebecca Stevens, Dennis Wentworth, Phil Zea, and Nancy Ziegler.

On March 23-24, 1998, the National Park Service hosted a second focus group meeting at the National Trust for Historic Preservation Headquarters to review the first draft of the *Guidelines for Historic Furnished Interiors*. Those who joined several of the above Cliveden participants were Joan Bacharach, Bradley Brooks, Kendra Dillard, Nina Gray, Ann Hitchcock, Kate Johnson, Elizabeth Leckie, Marsha Mullin, Diane Nicholson, Carol Petravage, Kym Rice, and Paul Weinbaum.

Laurel Racine attended the 1998 meeting and assumed responsibility for coordinating the project in 1999.

Individuals not involved in the group meetings, but who actively participated in the review process include Peggy Albee, Judy Anderson, Allen Bohnert, Barbara Carson, Erica Donniss, Holly Dunbar, Sarah Heald, Amy Killpatrick, Betty Leviner, Roger Moss, Richard Vernon, Candace Volz, Richard Wagner, Kay Weeks, and Gail Winkler.

Current and former Northeast Museum Services Center staff members who contributed to the publication include Liz Banks, Louis Hutchins, Brigid Sullivan, Su-Pin Tsao, and Gay Vietzke.

# Introduction

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The National Park Service Northeast Region's Guidelines for the Treatment of Historic Furnished Interiors in Accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties *provides guidance to curators, historic site managers, preservation consultants, decorative arts consultants, conservators, exhibit designers, architects, contractors, and project reviewers prior to and during the planning and implementation of project work.*

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The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of cultural resources listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility, *The Secretary of the Interior's Standards for Historic Preservation Projects* were first published in 1978. They consisted of seven sets of Standards for the Acquisition, Protection, Stabilization, Preservation, Rehabilitation, Restoration, and Reconstruction of historic buildings. Accompanying Guidelines were published in 1979.

Since the publication of the *Secretary's Standards*, State Historic Preservation Officers and the National Park Service have used them to ensure that projects receiving federal money or tax benefits are reviewed in a consistent manner nationwide. The principles embodied in the Standards have also been adopted by hundreds of preservation commissions across the country as part of local design guidelines.

In 1992, the Standards were revised so that they could be applied to *all* historic resource types included in the National Register of Historic Places—buildings, structures, sites, objects, and districts.

The revised Standards were reduced to four sets by incorporating Protection and Stabilization into Preservation, and by eliminating Acquisition as a treatment. Re-titled *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, this new, modified version addresses four treatments: Preservation, Rehabilitation, Restoration, and Reconstruction.

The Standards for the first treatment, Preservation, as they apply to historic furnished interiors, require retention of the greatest amount of historic fabric, along with the interior's historic form, features, and detailing as they have evolved over time. The Rehabilitation Standards acknowledge the need to alter or add to a historic interior to meet continuing or new uses while retaining the building's historic character. The Restoration Standards allow for the depiction of a historic interior at a particular time in its history by preserving materials from the period of significance and documenting, removing, and storing materials from other periods. The Reconstruction Standards establish a limited framework for re-creating a vanished or non-surviving interior with new materials, primarily for interpretive purposes.

## Why Apply the *Secretary's Standards* to Historic Furnished Interiors?

The 1992 *Secretary's Standards* are accepted nationally and apply to all resource types. While the Standards need some explication to be applied to furnished interiors, they can serve as a useful planning and preservation tool. Used together, the Guidelines for historic furnished interiors, buildings, and cultural landscapes based on the Standards allow historic site specialists to analyze the various components of a historic site as an integrated whole. The reader should keep in mind that issues related to a building's exterior and landscape are covered in these separate sets of Guidelines.

Ideally, the treatment of a site's interior, building, and landscape will be consistent. There may be visual links to the landscape defined by views; in some cases the view may be considered an extension of the interior (see ill. 1). The interrelationship between the building and furnished interior requires that the materials and features of both be considered when selecting treatment options (see ill. 2). Failure to treat the site consistently may result in the creation of a property that never existed. Nevertheless, because of the mutable quality of furnishings, it is often the case that a historic building will possess a much higher degree of integrity than the furnished interior it contains. Thus, there may be a reconstructed historic furnished interior inside a preserved or restored building. Likewise, a restored historic furnished interior can exist inside a preserved or rehabilitated building. When there is disparity among treatments, it is essential that visitors learn through interpretive means how and why the treatments vary so they can understand what they are seeing.



1. Palladian Hall, Lemon Hill, Philadelphia, PA. The oversized window reaches to the floor providing the rooms' occupants with an expansive view of the landscape. The window links the interior, structure, and grounds of the house.

In practice, the National Register does not recognize site collections, including historic furnishings, as a property type. The reason for this is the very reason these collections should be documented and protected: they are movable and often lack the integrity of location and setting required by the National Register. Unlike buildings and landscapes, furnishings are not held in place with mortar or planted in the ground. The mobility of historic furnishings makes their relationship to a historic structure and other historic furnishings changeable and fragile. This mutability should not be a discouragement, but rather an impetus for the better documentation and understanding of the historic furnished interior.

There is a growing awareness of the importance of site-associated collections. It is recommended that original, site-associated collections be described and

evaluated as contributing features when completing National Register documentation. If a completed form does not include information regarding site-associated collections, addenda describing them should be submitted. Using the Standards in the treatment of site-associated furnished interiors will further encourage the recognition of their significance and the protection of this important resource.



2. William Paca House and Garden, Annapolis, MD. According to the *Secretary's Standards*, William Paca House and Garden's landscape, structure, and historic furnished interior are all considered restoration projects. While applying the same treatment to all resources at one property is the ideal, it is the exception rather than the rule because different resources survive into the present with different degrees of integrity.

The Guidelines for the Treatment of Historic Furnished Interiors uses the Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings as a model. However, because the historic furnished interior is a distinct resource with its own characteristics and needs, these Guidelines occasionally

differ from those for buildings. These differences reflect the dynamic quality of and the more fragile nature of the historic furnished interior. Also, the following Guidelines *do not* possess the force of law or the force of a regulation. Instead they provide a philosophical framework for choosing a treatment option before project work begins.

### What is a Historic Furnished Interior?

A historic furnished interior is a collection of architectural features and finishes and site-associated or site-appropriate furnishings organized in space inside a historic building. It cannot be divorced from the structure in which it exists. As an assemblage, these features often share a common history of ownership and use at the site. Historic furnished interiors include private homes large and small; work spaces agricultural, industrial, and commercial; and public spaces civic, social, and religious (see ills.3-5, 9, and 26). Historic furnished interiors can provide particularly powerful and evocative interpretive experiences because they physically represent a past moment in history, whether it be an important historical event, a period in an important person's life, a significant period of design history, or a typical way of life that no longer or rarely exists today.

Historic furnished interiors are intended to illustrate former patterns of human existence answering the questions: Who used the space? For what purpose? How was the space suited to the purpose? What aesthetic, functional, and personal choices affected the space? How did technological changes affect the space? How did belief systems change over the life of the interior?

These questions are brought into focus for visitors through carefully selected objects, interpretive themes, and interpretive programs.



3. Cocina, La Hacienda de Los Martinez, Taos, NM. The interior of the fortress-like Hacienda reflects its late Spanish colonial history as the terminus of the Camino Real and the headquarters of an extensive ranching and farming operation.

Historic furnished interiors are linked to time. A restored or reconstructed historic furnished interior should depict the building's period of greatest significance (see ill. 36, 48). A preserved or rehabilitated historic furnished interior depicts the accumulation of changes over a specific time period. For example, the Old House at Adams National Historical Park is a preserved interior encompassing the occupancy of four generations of the Adams family from 1788 to 1926. The preserved interior at Scotty's Castle reflects a tighter timeframe (1931 to 1941) during the tenure of owners Albert and Bessie Johnson and their colorful associate Walter Scott, also known as Death Valley Scotty (see ill. 15). In practice, however, it is very rare to find a historic furnished interior that is "pure" to any one treatment (see "Some Factors to Consider" below and ill. 6).

For the purposes of these Standards and Guidelines, historic furnished interiors are narrowly defined. Historic furnished interiors must be associated with a specific place and time. As defined here, a series of period rooms in an art museum or historic house are not historic furnished interiors. Similarly, a building containing a group of rooms furnished with site-associated furnishings depicting different time periods falls outside the definition of a historic furnished interior. These treatments are equally as important and educational as the historic furnished interior. In fact, the process of research and implementation for these installations can be very similar, but they are not subject to the same constraints of place and time when choosing a treatment. The Guidelines included in this document, however, may prove useful to the development of period room installations because they share many of the same issues and goals.



4. Slave Room, Gallier House, New Orleans, LA. The slave quarters at Gallier and Hermann-Grima Houses represent both the work and private spaces of urban slaves (see ill. 45).

The Guidelines for Preservation, Restoration, and Reconstruction are written with historic house museum staff as their primary audience while the Guidelines for Rehabilitation are intended to apply to a broader range of interiors including theaters, homes, educational institutions,

and many others. However, the owners or stewards of a property other than a historic house museum may find the Treatments Preservation, Restoration, or Reconstruction appropriate for their situation and make use of those Guidelines instead. References to mission statements, interpretive goals, and visitors may not apply and should be disregarded as appropriate.



5. Rescue Gear in Beebe McLellan Lifeboat, Glen Haven Coast Guard Station, Empire, MI. The furnishings in the station and its boats were reconstructed based on a well-documented inventory for the site and period photographs of comparable stations and equipment.

## Character-defining Elements of the Historic Furnished Interior

- *Interior Spaces*

Interior spaces are defined horizontally and vertically by interior architectural features including ceilings, floors, stairs, walls, partitions, screens, doorways, doors, windows, and built-in furnishings. The arrangement, sequence, size, and proportion of interior spaces are individually and collectively important in defining the character of a building. Interiors comprise a series of public, private, and service spaces. Public spaces are areas which both historic inhabitants

and visitors occupied including entrance halls, parlors or living rooms, assembly rooms, and lobbies. Private spaces include bedrooms (although at times early bedrooms also were used as public spaces), dressing rooms, private bathrooms, individual office space, and informal living spaces. Historic service spaces are often more functional than decorative and may include kitchens, bathrooms, mail rooms, utility spaces, secondary hallways, and service or fire stairs. Public, private, and service spaces are defined not only by their function, but also by their size and location.

Another factor to consider is the arrangement of public, private, and service spaces in relationship to one another. Rooms may be placed close together for convenience, efficiency, or privacy. Conversely, service rooms may be placed at a distance from public and private rooms to remove utilitarian functions from those areas. Understanding both the functional and visual relationships among an interior's spaces is essential to successfully treating a historic furnished interior.



6. Turkish Corner, Molly Brown House, Denver, CO. Most historic furnished interiors do not fit into just one treatment. Most of the interior at the Molly Brown House is preserved but the installation here is a reconstruction.

## **Defining Historic Furnished Interior Terminology**

*Character-defining element*—a prominent or distinctive aspect of a historic furnished interior. Interior spaces and interior design may be such elements.

*Character-defining feature*—a prominent or distinctive *tangible* object in a historic furnished interior. Interior architectural features, interior architectural finishes, furnishings, and the visual components of mechanical systems may be such features.

*Circulation pattern*—flow of traffic through interiors spaces dictated by architectural features, furniture, and other objects.

*Collection condition survey*—a planning tool rather than a specific plan. Conducted by a professional conservator, it reports the condition of all or part of a museum collection. It creates a baseline reference for future assessment of object deterioration and identifies objects in need of conservation treatment by degree of urgency. It is not to be used as a technical basis for conservation treatment of individual objects. Because of the wide variety of materials (e.g., paper, textiles, wood, metals, ceramics), a site may need more than one Collection Condition Survey.

*Documentation*—information that describes, locates, and explains the significance of a historic furnished interior.

*Feature*—tangible object(s) in an interior that contributes to its integrity and that can be the subject of a treatment intervention. Examples include wallpaper, paint finishes, architectural hardware, lighting devices, (all of the preceding are also addressed in the Guidelines for Historic Buildings) individual furnishings, floor coverings, window coverings, and small decorative objects.

*Furnishings*—moveable objects including furniture, floor coverings, window coverings, fine and decorative art objects, personal effects, tools, equipment, books, documents, ephemera, and lighting devices.

*Historic character*—the current appearance of a preserved historic furnished interior which reflects its evolution over time, i.e., the original configuration together with losses and later changes made during the historic period.

*Historic furnished interior*—a collection of architectural features and finishes and site-associated or site-appropriate furnishings organized in space inside a historic building. The interior cannot be divorced from the structure in which it exists. As an assemblage, these features often share a common history of ownership and use at the site. Historic furnished interiors are intended to illustrate a former pattern of human existence which is brought into focus for visitors through carefully selected objects, interpretive themes, and interpretive programs. They are also linked to time whether it is a single period of significance or the end of an extended period of occupation.

*Historic furnishings report*—provides a history of a structure's use and documents the type and placement of furnishings to a period of interpretive significance. If a decision is made to furnish a historic structure, a detailed plan section lists each recommended item.

*Historic structure report*—the primary guide to treatment and use of a historic structure and may also be used in managing a prehistoric structure. A separate report should be prepared for every major structure managed as a cultural resource. Groups of similar structures or ensembles of small, simple structures may be addressed in a single report. In no case should restoration, reconstruction, or extensive rehabilitation of any structure be undertaken without an approved Historic Structure Report.

*Integrity*—the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period. The seven qualities of integrity as defined by the National Register are location, setting, feeling, association, design, workmanship, and materials.

*Interior design*—as defined in this document, refers to the appearance of an interior space resulting from the selection and organization of surface coverings, window coverings, and furnishings. Considerations include color, material, texture, pattern, and spatial organization.

*Period room*—a room in a historic house or art museum with historic architectural features in which historic furnishings are displayed. These rooms are not necessarily constrained by time, place, or spatial arrangement.

*Preventive conservation*—the mitigation of deterioration and damage to cultural property through the formulation and implementation of policies and procedures for the following: appropriate environmental conditions; handling and maintenance procedures for storage, exhibition, packing, transport, and use; integrated pest management; emergency preparedness and response; and reformatting/duplication. In terms of historic furnished interiors, preventive conservation includes promoting proper housekeeping practices in a written housekeeping plan/manual.

*Significance*—the meaning or value ascribed to an interior based on the National Register criteria for evaluation which recognize different types of values embodied in districts, sites, buildings, structures, and objects. Interiors can be significant for their association or linkage to events or persons important in the past. Or, they can be significant in terms of design or construction as representatives of the manmade expression of culture or technology.

*Site-associated*—referring to furnishings with known histories at a historic structure.

*Site-appropriate*—referring to reproduction or period replacement furnishings that are conceptually and temporally related to the site and are acquired to augment site-associated objects in the restoration or reconstruction of a historically accurate furnished interior.

*Treatment*—work carried out to achieve a particular historic preservation or well-defined interpretive goal.

## Interior Design

Interior design may be character-defining.

As defined in this document, interior design refers to the appearance of an interior space resulting from the selection and organization of surface coverings, window coverings, and furnishings. Considerations include color, material, texture, pattern, and spatial organization.



7. Living Room and Living Room Detail, Purcell-Cutts House, Minneapolis, MN. At times a building can dictate where furnishings are located such as the placement of a watchmaker's workbench near a window (not shown). Rarer is a furnishing affecting a building's construction. Here a space under a corner accommodates a large area rug.

Spatial organization describes how these objects relate to circulation patterns, architectural features, and other objects. Often room use dictates what objects are located in what space. For instance, a bedroom usually contains a bed. At times, interior architectural features dictate

where furnishings are located in a room: settles are drawn near a fireplace for warmth; window coverings are hung on windows for light and temperature control; a workbench is placed near a window for light. More rarely furnishings can dictate the design of architectural features: a piece of machinery can dictate the height of a shop ceiling (see ill. 7). The relationship between the size and scale of furnishings and the room in which they exist can be a character-defining feature.

The placement of objects in relationship to each other is important (see ill. 8). The understanding of both functional and visual groupings is integral to understanding their historic use and significance. An eighteenth-century parlor is transformed when the chairs and tea table usually stored against the wall are grouped in the center for a pending social gathering. Not only have the objects changed in relationship to each other, they have changed the circulation pattern in the room. Also, the types of objects grouped together should be considered. Perhaps all the high-style objects are isolated in formal rooms while utilitarian objects occupy secondary spaces. Or, maybe there is a juxtaposition between high-style and low/no style objects in the same room, for example, mass-produced tourist souvenirs displayed alongside a high-style suite of parlor furniture. In the case of some high-style residential and commercial interiors (e.g., the Great Workroom at the Headquarters of SC Johnson in Racine, WI, designed by Frank Lloyd Wright), the arrangement of furnishings may be important in its own right as the work of a well-known craftsman, architect/designer, or interior designer.



8. Historic View of Living Room (#785a), Gamble House, n.d., Pasadena, CA. Architects Greene and Greene designed the Gamble House, its furnishings, and the placement of its furnishings. Thus, the arrangement of objects in the living room as documented in this photograph taken shortly after the house's 1908 completion is a character-defining feature of this space.

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### **Character-defining Features of the Historic Furnished Interior**

The discussion of character-defining features is complicated by two factors. First, an extant historic furnished interior may contain character-defining features from several historic periods. Project planners must choose the treatment most appropriate to the site whether it be retaining all character-defining features in a preserved interior or restoring character-defining features from one period of greatest significance in a restored interior.

The second complicating factor arises when character-defining features are missing from an extant interior. In this case, project planners must determine whether there is enough documentary, visual, and/or physical evidence to accurately restore or reconstruct/reproduce missing features. Missing character-defining features from the interior's period of significance should be restored or reconstructed/reproduced only when sufficient evidence is available so that they are historically accurate. However, omitting character-defining

features can create unintended inaccuracies. For example, if a room is known to have been wallpapered historically but there is no extant site-associated evidence for the wallpaper, a period-appropriate wallpaper should be selected rather than painting the walls a neutral color which would be historically inaccurate.



9. Altar, San Xavier del Bac, Tucson, AZ. The ornate statuary and frescoes are character-defining features of the church. In 1997 the mission completed a six-year project to treat the deteriorated building. The goal was to preserve features not restore them to an earlier appearance. Sculptures and paintings were cleaned and their surfaces consolidated. Missing parts were not replaced and frescoes and architectural features did not receive new paint.

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- ***Interior Architectural Features and Finishes***

The design and treatment of walls, floors, ceilings, windows, and stairways contribute to the significance and character of an interior. Among the architectural features to consider for analysis and potential treatment are columns, cornices, baseboards, fireplaces and mantels, paneling, hardware, and light fixtures. Features may have been designed or built for a specific interior, historically recycled from earlier interiors, or available as mass-produced items. Features such as windows and glass doors

are a visual link to the exterior of the building and should not be considered independent of the exterior.



10. North Room, Sagamore Hill, Oyster Bay, NY. The mounted buffalo heads flanking the fireplace are character-defining features. Their removal would greatly diminish the room's historic character.



11. Drawing Room, Hill-Stead Museum, Farmington, CT. The Impressionist paintings at Hill-Stead Museum are significant works of art in their own right and character-defining features of this house. These works are still in their original domestic setting just as the family who first occupied the house intended them to be viewed.

Finishes to consider for analysis and potential treatment are wallpaper, plaster, paint, stenciling, marbling, graining, and other decorative treatments that accent interior features. These finishes provide color, texture, and pattern to walls, floors, and ceilings. Architectural features and finishes may be significant as works of art—the product of an important

craftsman or a frescoed wall or painted ceiling by an important artist.

- ***Furnishings***

A historic furnished interior is also defined by its contents (see ill. 10). Each object can be considered on its own merits in terms of form, ornament, color, materials, craftsmanship, function, style, date, attribution, ownership history, and condition. Some furnishings may be important as works of art—the products of master or traditional craftsmen or the works of well-known artists (see ill. 11).

The assemblage of objects must be considered as a whole (see ill. 12). The research and analysis of a historic furnished interior should begin with cataloging and a careful examination of the extant objects. How was the assemblage created historically? Furnishings may have been purchased individually or in matching sets. They may have been designed for a specific room in a specific style. They may have been passed down over several generations. They may have been mass-produced or adapted for re-use. They may represent one distilled style or a range of styles from different time periods. They may lack a recognizable style and be of a utilitarian nature. Also, what is missing from the current assemblage? Personal effects such as clothing or individualized tools and office supplies may be missing. Perishable items such as food or raw materials for an industrial process may be lacking. In the case of some older historic house museums, objects considered too ordinary may have been culled in deciding what to retain in the collection. A comparison of the ensemble to that in other similar historic interiors provides context for defining the significance of the

assemblage and indicates items that may be missing.

The dynamic nature of furnishings should be kept in mind at all times. Throughout their history furnishings could have been altered, rearranged, redesigned, and functionally redefined.



12. Bunkhouse Kitchen, Grant-Kohrs Ranch, Deer Lodge, MT. The objects at Grant-Kohrs Ranch are an assemblage of mass-produced items purchased over time by the ranch's former inhabitants. While each object is not unique, the preserved assemblage is.

- ***Mechanical Systems***

The existence and practical use of heating and cooling systems, lighting, plumbing, power sources, elevators and escalators, and communication devices influence some structural and decorative decisions. The visible decorative elements of historic mechanical systems such as grilles, radiators, lighting fixtures, switch plates, and speaking tubes may contribute to the overall historic character of the furnished interior. Servant call boxes and antiquated bathroom fixtures may have high interpretive value. These mechanical systems may still be operational and special attention must be given to their physical condition, efficiency, and safety.

## **Preservation Planning and the Research of Historic Furnished Interiors**

Before any work is undertaken or any object is moved, a historic furnished interior's current condition must be fully recorded. In most cases a variety of recording methods are needed to capture the level of detail necessary to fully describe a historic furnished interior. Recording methods include photography, field notes, floor plans, and inventory lists. For example, on first encountering an untreated historic furnished interior, a complete set of documentary photographs should be taken including general room views, each wall of each room, and the contents of each drawer and closet.

Careful planning *prior to treatment* can help prevent the loss or diminishment of resources and can inform future decisions concerning the treatment of a historic furnished interior. Preservation planning, which may take the form of a Historic Furnishings Report, is a process that involves evaluating the existing resources, conducting research, and developing a series of recommendations and plans for future work. The evaluative process entails taking an inventory, documenting existing conditions, and determining the interior's integrity and significance. Research should include historical investigation (documentary, pictorial, oral historical, archeological) and a consideration of other similar sites. From these efforts an institution can develop recommendations for future research, a strategy for the on-going preservation and maintenance of resources, a viable treatment plan for the historic furnished interior, a management philosophy to support the treatment, and an interpretive plan that best conveys the significance of

the site to the visiting public. Planning for the historic furnished interior must be undertaken in the context of other site-related resources including buildings and landscape. *An on-going record of the investigative, decision-making, and physical treatment processes should be kept to inform future administrators and planning efforts.* It is vital for successors to understand the rationale behind the implementation of any of the four treatments in order to make sound future decisions.

In all treatments for historic furnished interiors, the following general recommendations apply:

- Documentation of the actual work process is an essential and often overlooked part of any treatment. Notes, survey reports, drawings, and photographs should provide a full record of existing conditions and all phases of treatment. Documentation should include a record of the decision-making process, provide a record of options considered, and justification for actions taken. A new treatment becomes a part of the interior's history.
- Planning and research for historic furnished interiors is an interdisciplinary process. The treatment of the historic building and the cultural landscape should be taken into consideration when selecting a treatment option. Under the best of circumstances, the treatment option selected for the structure, interior, and surrounding landscape should be the same. However, protecting and preserving significant resources is *more important* than selecting a single treatment

tied to one date or date range. Planning and research requires a team approach, building from the expertise of historic site managers, curators, decorative arts consultants, conservators, historians, archeologists, ethnographers, exhibit designers, architects, architectural historians, landscape architects, educators, interpretive planners, and others.

- Historical research must be undertaken to provide an overview of the building's construction history, analysis of historical occupancy, history of furnishings, and evidence of room use. This research should also address the cultural and historic value of the interior and evaluate its significance within the context of other related interiors. Preparation of a Historic Structure Report and Historic Furnishings Report is the most common method for compiling this documentation. This baseline information is needed before a treatment option is selected and a full treatment plan developed. The significance and integrity of the interior, operational issues, and interpretive objectives must be considered when choosing a treatment.
- Site-associated documentation and physical evidence are of prime importance to the preservation planning process. In this process give first consideration to site-associated information such as extant objects, inventories, photographs, invoices, and oral histories. As needed, work outward to more general information such as comparative inventories, period prescriptive literature, and period objects (see ill. 13).



13. Creamery, 1890 Farm House, Billings Farm, Woodstock, VT. Left to right: "As Found" and Current Views. Furnishings research projects should focus on available site-associated evidence first and then branch out into generic comparable sources as necessary. Billings Farm staff documented the creamery in its "as found" condition through measured field notes, photography, and diagrams. The present installation is the culmination of years of research. Structural evidence indicated the location of original equipment. Extant receipts describe the equipment installed in 1890. A former farm employee recalled when new equipment was purchased. Careful analysis of this rich evidence base led to the rare and accurate reconstruction of a nineteenth-century creamery.

- Assessing an interior as a continuum through history is critical in understanding its cultural and historic value. By analyzing the interior's change over time, the chronological and physical "layers" of the interior can be understood. Based on analysis, individual features may be attributed to a discrete period of introduction, their presence or absence substantiated to a given date, and therefore the interior's integrity to a significant period can be evaluated. In addition, analysis allows an interior to be viewed within the context of other related interiors.

- Historic furnished interiors are the most changeable of cultural resources. Unlike a building or landscape, where the removal of features usually implies their destruction, the integrity of an interior is not necessarily lost by the removal of character-defining features (movable furnishings) from their original location. For example, if an interior space is intact and all the original furnishings are in storage and can be returned to their

historic locations, the integrity of the interior is diminished but not lost. However, if a historic site is fortunate enough to have an intact, preserved interior, it is critical that every aspect of the historic furnished interior be documented before any objects are moved or otherwise changed by the commencement of project work.

- Historic furnished interiors include textiles, window coverings, floor coverings, and other fragile materials that often require replacement with accurate reproductions to ensure the protection of original fabric and to maintain integrity of design and feeling. The degree of replacement may determine if the appropriate treatment option is Preservation, Rehabilitation, or Restoration. Replacement of fragile items must be assessed on a case-by-case basis. Original materials should be conserved and retained in storage.

## **Some Factors to Consider When Choosing an Appropriate Treatment for the Historic Furnished Interior**

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our nation's irreplaceable cultural resources. They cannot, in and of themselves, be used to make essential decisions about which individual features of the historic furnished interior should be saved and which can be changed. But once a specific treatment is selected, the Standards can provide the necessary philosophical framework for a consistent approach to the work. Therefore, if during the planning process the proposed treatment of a single interior space, architectural feature, or furnishing varies from the overall chosen treatment, it must be carefully examined and justified before work can go forward.

In practice, it is very unusual to encounter a historic furnished interior that is "pure" to any one treatment. The Guidelines provide a framework in which consistent decisions may be made, but should not be used to mechanically "pigeon-hole" historic furnished interiors that fall between categories. There may be varying levels of information available for different rooms. For example, the main shop areas of a historic factory may be well documented and contain original furnishings while the adjacent personal work spaces are documented to a lesser degree. Because the majority of the spaces to be treated as a historic furnished interior retain a high level of integrity, the overall treatment would likely be Preservation. The treatments Preservation, Rehabilitation, Restoration, and Reconstruction must be considered as existing along a continuum in which at

one end Preservation retains the most historic integrity while Reconstruction at the other end possesses the least.

Typically, historic structures contain some interior spaces set aside for contemporary uses other than a historic furnished interior. These spaces may house management functions, storage, formal exhibits, retail areas, or another interpretive or utilitarian function. When choosing a treatment, consider the spaces which will be treated, not these ancillary areas.

On the object level, if an otherwise preserved interior contains replacement textiles and small objects based on physical, visual, or written documentation, the treatment is Preservation. Conversely, if only a handful of original objects survive and the interior finishes must be treated based upon physical and documentary evidence, the treatment is Reconstruction.

A treatment is a physical intervention carried out to achieve a historic preservation or well-defined interpretive goal—it cannot be considered in a vacuum. There are many practical and philosophical variables that influence the selection of a treatment for a furnished interior:

- *Change and Continuity*

There is a balance between change and continuity in all cultural resources. Change is inherent in furnished interiors, the result of material deterioration and human activities. Sometimes that change is as subtle as the gradual fading of an upholstery fabric or the removal of a few small decorative objects from a room. At other times, it is strikingly obvious, as when a sweeping decorating campaign

introduces entirely new styles, finishes, textiles, furniture, objects, and colors to a space. This dynamic quality is balanced by the continuity of distinctive characteristics retained over time. Despite change, an interior often will retain continuity of the architectural form, and may retain continuity of use, features, or materials.

- *Relative Significance in History*

A historic furnished interior may be significant because it is associated with events that have made a significant contribution to the broad patterns of American history. It may be associated with the lives of persons significant in the American past. Or, an interior may be a significant resource as a rare survivor or the work of a master craftsman or interior designer. This significance may be derived from local, regional, or national importance.

- *Integrity and Existing Physical Condition*

Prior to selecting a treatment, it is important to understand and evaluate the difference between integrity and existing conditions. Integrity is the authenticity of a furnished interior's identity: it is the physical evidence of its significance. Existing conditions can be defined as the current physical state of the interior's spaces, interior design, interior architectural features, finishes, and furnishings. For example, the integrity upon receipt of a house owned by several generations of one family may be very high, but the existing conditions may be poor due to neglect or deferred maintenance. Or, a historic house may be furnished with a high percentage of original furnishings but be presented inaccurately due to a lack of research or because it is based on outdated research.

- *Scholarship and the Historic Furnished Interior*

Many institutions are faced with the question of what to do with a furnished interior based on outdated scholarship or conceptions of the past. These "old treatments" need to be assessed within the context of other twentieth-century preservation efforts. If the treatment is a seminal work by a preservationist significant for his/her early work in the field, influential work in a particular geographical area, or important relationship to the site, a case may be made for retaining the installation. Otherwise, an outdated interior should be thoroughly documented and re-installed as funding allows (see ill. 14). When there is a gap between current research and the re-installation, the site should share through interpretive means such as a guided tour or exhibit panel how the interior will be changed in the future. After changes are made the same interpretive means can be used to describe or illustrate the interior's previous appearance and why the changes were made.

- *Conservation in Context*

Prior to any project work beyond stabilizing objects, the overall consistent appearance of the historic furnished interior must be addressed. In considering the conservation and reproduction of objects, the issues of age, wear, and cleanliness must be discussed. Ideally, a newly conserved or re-created object should not stand out from the assemblage. The treatment and reproduction of objects should not be undertaken on an individual basis; they must be considered within the context of the whole historic furnished interior. Completing a conservation assessment and Historic Furnishings Report are key steps in ensuring the

proper treatment of individual objects and the consistent handling of the historic furnished interior as a whole.

In terms of conserved objects, it is preferable to stabilize fragile original materials when possible rather than unnecessarily over-treating objects. For deteriorated objects, the appearance of the object must be weighed against the potential loss in integrity of materials during treatment. At times, visual consistency may yield to the greater importance of the original object. Objects should be examined for evidence regarding use patterns and other information prior to conservation treatment. Reproduction objects should be made with a sensitivity to the historic furnished interior, but should not be made to deliberately deceive visitors.

Another consideration is the state of repair or maintenance of an interior typical for the period of significance (see ill. 16). If at the time of the site's significant event or during the tenure of the significant person the interior was in a state of disrepair, should the interior be presented as such to the public or should it be put in good repair? The answer to this question depends on the evidence available regarding the state of repair during the period of significance, the interpretive goals of the site, and whether the historic state of repair or maintenance would so distract from the site's mission that it should not be shown.

- *Use*

Historic, current, and proposed use of the interior must be considered prior to treatment selection. Historic use is directly linked to its significance, while current and proposed use can affect integrity and existing conditions. The significance and historic character of a historic furnished interior must be weighed against any changes proposed to accommodate a new use.

- *Management and Maintenance*

The institution's overall mission should not be forgotten while planning for a historic furnished interior, particularly a restored or reconstructed interior. It should be determined whether such an interior fits into the mission statement and planning objectives and whether the institution has the resources to commit to such a venture without neglecting other cultural and natural resources. It also is necessary to assess whether the institution has the resources to sustain a chosen treatment. Even new restorations and reconstructions will require regular housekeeping and periodic replacement of worn textiles. That said, an institution currently lacking resources can choose a treatment as a planning goal to achieve at a future date, possibly far into the future.

Is it necessary to restore or reconstruct a historic furnished interior in order to convey the site's important interpretive themes? If not, there are other installation options appropriate for the interior of a historic building. While preserving architectural features and finishes intact, it is possible to mount a formal exhibition including display cases and interpretive panels in an interior space. Historic buildings of particular architectural interest such as Drayton Hall, Charleston, SC, can be exhibited empty, thus focusing

on the interior architectural features and finishes.

A period room or series of period rooms may be another viable alternative. An institution with a fine collection of period furnishings could display one or more period rooms from one or more time periods in the house's history. These rooms would be based on research similar to that used for a historic furnished interior, but the furnishings would not necessarily be associated with the specific house or with one time period. Care must be taken to carefully interpret the mixing of time periods within one structure so that visitors understand exactly what they are seeing.

Another option is to install a historic furnished "vignette." A vignette is a fully furnished *portion* of a room. Thus, instead of spreading a deceptively sparse number of known furnishings throughout a whole room, a concentration of objects can be placed in one corner or area to indicate the former appearance of the whole room. Historic furnished vignettes are often set off from the rest of the preserved interior space by an artifice such as a change in the finish of the floor or wall surrounding it. Vignettes are based on site-associated research and contain site-associated furnishings when possible.

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14. Parlor, Campbell House, St. Louis, MO. Counterclockwise, starting at left: Views from 1885, 1967, 2005. When necessary, historic sites should document and replace historic furnished interiors based on outdated scholarship. Ninety percent of the Campbell House's furnishings survived to the mid-twentieth century. However, the early-1940s installation reflected the site's imperfect understanding of the period interior with inaccurate carpet, window coverings, and furniture arrangement. Later, sixty images dating to 1885 came to light. During the years 1973 to 1995, the site restored the interior based on the site-associated photographs.

- *Interpretation*

A sound interpretive strategy for a historic site cannot be developed before the full history of an interior has been traced, the character-defining features identified, and the significance and integrity evaluated. Serious mistakes that result in the loss of irreplaceable original features, finishes, and furnishings can occur when preconceived interpretive goals and management considerations are allowed to shape treatment decisions.

Likewise, since many interpretive programs presented at historic sites take place within furnished interiors, interpretive objectives and needs must be considered as part of the planning process. It is crucial that professionals responsible for developing the overall interpretive program for the site be part of the planning and research team.

### **Special Requirements**

Work that must be done to meet accessibility requirements, health and safety code requirements, or retrofitting to improve energy efficiency is usually not part of the overall process of protecting historic buildings; rather, this work is assessed for its potential negative impact on the historic furnished interior, and one strives to minimize the negative impact. These requirements are also addressed in the Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.

#### *Accessibility Considerations*

It is often necessary to make modifications to a historic interior so that it will be in compliance with current accessibility code requirements. Accessibility to certain historic structures is required by three specific federal laws:

the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Federal rules, regulations, and standards have been developed which provide guidance on how to accomplish access to historic areas for people with disabilities. Work must be carefully planned and undertaken so that it does not result in the loss of character-defining spaces, features, and finishes. The goal is to provide the highest level of access with the lowest level of negative impact.

#### *Energy Efficiency*

Energy efficiency is usually evaluated when considering the treatment of a historic structure. Some features of a historic interior, particularly windows and skylights, can play an energy-conserving role. Therefore, prior to retrofitting historic buildings to make them more energy efficient, the first step should always be to identify and evaluate existing historic features to assess their inherent energy-conserving potential. If it is determined that retrofitting measures are appropriate, then such work needs to be carried out with particular care to ensure that the building's historic character is retained.

#### *Health and Safety Code Considerations*

In undertaking work on a historic interior, it is necessary to consider the impact that meeting current health and safety codes (public health, occupational health, life safety, fire safety, electrical, seismic, structural, and building codes) will have on character-defining spaces, features, and finishes. Special coordination with the responsible code officials at the state, county, or municipal level may be required. Securing required building permits and occupancy licenses is best accomplished early in project planning. It

is often necessary to look beyond the "letter" of code requirements to their underlying purpose; most modern codes allow for alternative approaches and reasonable variance to achieve compliance when treating historic structures.

Some historic building materials (e.g., asbestos) contain toxic substances that are potentially hazardous. Following careful investigation and analysis, some form of abatement may be required. All workers involved in the encapsulation, repair, or removal of known toxic materials should be adequately trained and should wear proper personal protective gear. Finally, preventive and routine maintenance for historic structures known to contain such materials should also be developed to include proper warnings and precautions.

### **Using the Standards and Guidelines for a Preservation, Rehabilitation, Restoration, or Reconstruction Project**

*The National Park Service Northeast Region's Guidelines for the Treatment of Historic Furnished Interiors in Accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties* is intended to provide guidance to curators, historic site managers, preservation consultants, decorative arts consultants, conservators, exhibit designers, architects, contractors, and project reviewers prior to treatment.

As noted, while the treatment Standards are designed to be applied to *all* historic resource types, these Guidelines apply *specifically* to historic furnished interiors. The Guidelines have been prepared to assist in applying the Standards to all project work; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. The

advice of qualified historic preservation professionals should be obtained early in the planning stage of the project. Such preservation professionals may include curators, decorative arts consultants, conservators, historians, architects, architectural historians, historical engineers, archeologists, ethnographers, and others who have experience in working with historic interiors.

The Guidelines pertain to historic furnished interiors of all sizes, materials, and types.

Individual chapters are devoted to each of the four treatments: Preservation, Rehabilitation, Restoration, and Reconstruction. Each chapter contains one set of Standards and accompanying Guidelines that are to be used throughout the course of a project.

The four chapters begin with a definition of the treatment, followed by the treatment Standards, and a brief explanation of the philosophical framework from which to make educated treatment decisions. The distinct goals for each treatment Standard (for example, "Identify, Retain, and Preserve Historic Resources") are first discussed in a narrative form, and then amplified in parallel "**Recommended**" and "**Not Recommended**" examples that follow. Those approaches to work treatments and techniques that are consistent with the *Secretary's Standards* are listed in the "**Recommended**" column on the left; those which are inconsistent with the Standards are listed in the "**Not Recommended**" column on the right. The sections are illustrated by case-study examples of project work, which include before and after photographs, historic documentation, and other illustrative material.

*Introduction*

Special requirements or work that must be done to meet accessibility requirements, health and safety code requirements, or retrofitting to improve energy efficiency

are also addressed. This work must be assessed for its potential negative impact on a historic furnished interior.

# Standards for Preservation & Guidelines for Preserving Historic Furnished Interiors

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*When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at one most significant period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, **Preservation** should be considered as a treatment. Prior to undertaking work, a documentation plan for **Preservation** should be developed.*

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15. *Upper Music Room, Scotty's Castle, Death Valley National Park, CA. Scotty's Castle defies stylistic categorization due to its eclectic mix of European antiques, Native American objects, custom-designed ironwork, and medieval-inspired architectural features. This exotic preserved interior is well-documented in written, pictorial, and oral historical sources.*

## Standards for Preservation

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**Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. As the preservation guidelines will make clear, the same philosophical approach can apply to both a historic furnished interior and an entire property.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration necessitates repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

## Introduction

In **Preservation**, the options for replacement are limited. The expressed goal of the **Standards for Preservation and Guidelines for Preserving Historic Furnished Interiors** is retention of the furnished interior's materials and character-defining features which remain essentially intact.

Protection, maintenance, and repair are emphasized while replacement is minimized. **Preservation** *does* allow for limited replacement, particularly of fragile original textiles and other furnishings if their retention in place will substantially contribute to their further deterioration or loss.

With some features of a historic furnished interior, such as upholstered furnishings, destructive treatment may be necessary. It is always preferable that evidence of an object's history be protected and preserved in place. If, however, evidence must be disturbed, damaged, or removed, it must be fully documented and carefully stored.

While **Preservation** as a treatment is often described as "do as little as possible" **Preservation** *does*, in fact, usually require additional effort to ensure the ongoing wellbeing of the large proportion of original material. As with all other treatment options, thorough documentation of resources and their condition is critical. Ongoing monitoring is necessary to ensure that deterioration over time is minimized. Preserved interiors also require some interpretive decisions, for example, how to set a table in a dining room or kitchen (see ill. 16).

- **Identify, Retain, and Preserve Historic Features and Materials**

Preservation treatment begins with the **identification** of the form and detailing of those features and materials that are important in defining the furnished interior's historic character and which must be **retained** in order to **preserve** that character. The character of a historic furnished interior may be defined by the interior spaces; interior design; interior architectural features and finishes; the form, ornament, color, materials, craftsmanship, function, style, scale, and proportion of the furnishings; and the visible features of historic mechanical systems. Identification of resources must include a description of existing conditions and an evaluation of integrity.



16. Kitchen, Truman Home, Independence, MO. There are many interpretive choices to make even in the preserved historic furnished interior. At the Truman Home, the dining room (not shown) is set for a formal dinner at the request of Margaret Truman Daniel, daughter of President Truman, while the kitchen (shown) is set for a simple meal. Note the worn spot in the wallpaper above the table due to wear from pulling the hanging light switch. Rather than restore the house to a perfect state of repair, the staff has chosen to retain signs of wear because they represent the condition of the house during the Trumans' lifetime.

## Preservation

Preserved historic furnished interiors often survive with additional furnishings, equipment, documents, and other items in drawers, closets, attics, basements, and outbuildings which will not be viewed by the public. These items should be moved to preservation-quality collections storage. However, great care must be taken to fully document (in writing and photographically) the location and condition of these items so their original context is retained (see ill. 17).

Historical research must be undertaken to provide an overview of the building's construction history, analysis of historical occupancy, history of furnishings, and evidence of room use. This research should also address the cultural and historic value of the interior and evaluate its significance within the context of other related interiors.



Preparation of a Historic Structure Report and Historic Furnishings Report is the most common method for compiling this documentation. This baseline information is needed before a treatment option is selected and a full treatment plan developed. The significance and integrity of the interior, operational issues, and interpretive objectives must be considered when choosing a treatment.

Documentation of the actual work process is an essential and often overlooked part of any treatment. Notes, survey reports, drawings, and photographs should provide a full record of existing conditions and all phases of treatment. Documentation should include a record of the decision-making process, provide a record of options considered, and justification for actions taken.

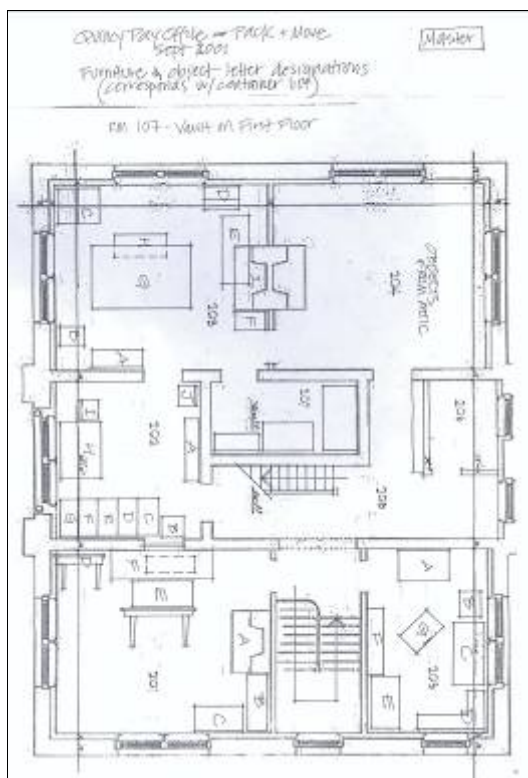
INVENTORY AND CONTAINER LIST 24SEP2001
Box 1: Supply Tickets - JAN1961 to DEC1962
Box 2: Canceled Checks - c1950
Box 3: Supply Tickets - JAN1958 to DEC1960(?)
Box 4: Catalogs, Cost Sheets (1930s), State of MI Workman's Compensation Manual (1916), State of MI Laws for Highways & Bridges Manual (1921), Log Scale (1924), other misc. from Table 205A.
Box 5: (8) Books/Book Catalogs
Box 6: (9) Books/Book Catalogs
Box 7: (9) Books/Book Catalogs
Box 8: (15) Books/Book Catalogs
Box 9: (11) Books/Book Catalogs
Box 10: Soft-bound/Bindered Catalogs (7), Businessman's Encyclopedia, State Publications, Purchase Order Blanks (2")
Box 11: (Clerk's Table A - Drawer 1) Workman's Compensation forms, correspondence, advertisements, personnel forms/records
Box 12: Bills of Lading - 1930s (under Table 205E)
Box 13: (Table 205C) Vouchers, purchasing records (1950s)
Box 14: (Table 205F) State of MI elections, county housing/township records, election supplies
Box 15: (Between Tables 205C&D, on floor) purchasing records (1920s)
Box 16: (Between Tables 205C&D, on floor) purchasing records (1930s)
Box 17: (Between Tables 205C&D, on floor) purchasing records (1944)
Box 18: (Between Tables 205C&D, on floor) supply tickets (1950s)
Box 19: (Between Tables 205C&D, on floor) purchasing records (1936-1942)

- **Protect and Stabilize Deteriorated Historic Features and Materials as a Preliminary Measure**

Features within a historic furnished interior may need to be stabilized or protected through preliminary measures until additional work can be undertaken. **Protection** generally involves the least degree of intervention and is preparatory to other work. Protecting furnishings may include installing light-inhibiting filters or window shades to protect historic materials from sunlight and moving fragile objects out of the reach of visitors. In many cases, fragile, at-risk original furnishings such as carpeting, window coverings, and other textiles should be conserved and moved to storage to protect them from further deterioration prior to replacement. The protection of historic carpets and floors can entail the installation of runners or

the use of protective "booties" by visitors. The long-term effect of runners on floors must be considered before they are installed. The proper maintenance of runners is important because dirty or moist runners can damage the surfaces they are intended to protect. Runners also introduce a visual aspect that often is not historically accurate to the historic furnished interior and which must be taken into consideration. Although individual features within a preserved interior may require extensive work even if the entire interior does not, an overall survey of existing conditions (i.e., conservation assessment) should always take place first.

Deteriorated portions of a historic furnished interior may need to be treated with preliminary stabilization measures until additional work can be undertaken. **Stabilizing** may include structural reinforcement of furnishings and



17. Quincy Mining Company Pay Office, Room 205, Calumet, MI. Left to Right: Photograph of First View, Page from Container List, Floor Plan, and Objects in Collection Storage. Keweenaw National Historical Park inherited the contents of this office which had been neglected for years. Staff had limited time to survey the contents, document them using written and pictorial means, make initial decisions about what to retain, and move those objects to temporary storage for further processing. The park is still in the process of deciding how to interpret the building in the future.

architectural features, treatment of a peeling finish, or correcting unsafe conditions. Temporary stabilization should always be carried out in a manner that detracts as little as possible from the historic interior's appearance. Although it may not be necessary in every preservation project, stabilization is nonetheless an integral part of the treatment **Preservation**; it is equally applicable, if circumstances warrant, for the other treatments.

- ***Maintain Historic Features and Materials***

**Maintaining** historic features and materials involves ongoing preservation maintenance and preventive conservation in order to limit the further deterioration of features and materials. A preservation maintenance plan and housekeeping manual should be developed to ensure proper care of historic materials. Maintenance of interior architectural features and materials includes such treatments as rust removal, caulking, limited paint removal, re-application of protective coatings, and vacuuming. Maintenance of furnishings includes ongoing collections condition monitoring as well as regular vacuuming and dusting. The need for re-applications of protective coatings, polishing, and wet cleaning should be determined by architectural and objects conservators and should proceed according to approved guidelines.

- ***Conserve Historic Features and Materials***

When the existing conditions of character-defining features and materials require additional work, their **conser-**

**vation** is recommended. **Preservation** strives to retain existing materials, features, and furnishings while employing as little new material as possible. Consequently, repair begins with the least degree of intervention possible. Similarly, within the treatment **Preservation**, *portions* of an architectural feature or furnishing can be reinforced using contemporary materials. All work should be physically and visually compatible, identifiable upon close inspection, and documented for future research. See "Some Factors to Consider—Conservation in Context" in the Introduction for further discussion.



18. Dining Table, *The Lisa Marie*, Memphis, TN. The interior of Elvis Presley's custom jet plane retains the vast majority of its Elvis-era furnishings with the exception of the replacement carpet. The leather-upholstered chairs complete with gold-plated seat buckles surrounding the dining table topped with green leather speak to the costly changes Elvis made to this plane which began life as a 100-passenger commercial airliner.

- ***Limited Replacement in Kind of Extensively Deteriorated Portions of Historic Architectural Features***

If repair by stabilization and conservation proves inadequate, the next level of intervention involves the **limited replacement in kind** of extensively deteriorated or missing *parts* of

architectural features or materials when there are surviving prototypes. For example, this might involve replacing a damaged section of crown molding, or replacing severely water-stained wallpaper with reproduction paper. The replacement material needs to match the old both physically and visually. Thus, with the exception of hidden structural reinforcement and new mechanical system components, substitute materials are not appropriate in the treatment **Preservation**. Again, it is important that all new material be identified and properly documented for future research.

If prominent features are missing, such as an interior staircase, or a preponderance of original historic furnishings, then Rehabilitation or Restoration treatment may be more appropriate.

- ***Accessibility Considerations, Energy Efficiency, and Health and Safety Code Considerations***

These sections of the **Preservation** guidance address work done to meet accessibility requirements and health and safety code requirements; or limited retrofitting measures to improve energy efficiency. This work is often an important aspect of preservation projects, and must be assessed for its potential negative impact on the interior's historic character. For this reason, particular care must be taken not to obscure, damage, or destroy character-defining materials or features in the process of undertaking work to meet code and energy requirements. As with all aspects of any treatment, it is important to document changes.



19. Billiard Room, Riordan Mansion, Flagstaff, AZ. Upper to Lower: 1904 and Current Views. Comparing current and historic photographs of this Arts and Crafts style interior show that several of the mansion's early furnishings survive in place including the billiard table, rustic and willow seating furniture, and rustic light fixtures. Changes made over the years of historic occupancy include changing the light fixture globes, adding the Akin painting and stuffed golden eagle, and removing the Navajo-inspired rug in the center of the floor.

## Character-defining Elements of the Historic Furnished Interior

### *Interior Spaces*

#### *Recommended*

**Identifying, retaining, and preserving** a floor plan or interior spaces that are important in defining the overall historic character of the interior. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial spaces.

Ensuring that character-defining circulation patterns and spatial arrangements are preserved and considered in developing visitor routing or adaptation of spaces for non-interpretive uses.

Limiting operational and other contemporary functions to non-character-defining spaces.

#### *Not Recommended*

Altering a floor plan or interior spaces—including individual rooms—which are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Ignoring and/or obscuring character-defining circulation patterns and spatial arrangements when developing visitor routing or adapting spaces for non-interpretive uses.

Accommodating contemporary functions in character-defining spaces or in ways that interfere with the historically intended circulation.

### *Interior Design*

#### *Recommended*

**Identifying, retaining, and preserving** arrangements of furnishings that are important in defining the overall historic character of the interior.

Documenting arrangement of furnishings including history, significance, integrity, and the existing conditions before any work is undertaken. Documentation should include a Historic Furnishings Report.

#### *Not Recommended*

Altering the arrangements of furnishings that are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Failing to adequately document arrangement of furnishings.

Failing to assess significance and integrity prior to work.

*Recommended*

Documenting change including decision-making processes, decisions made, and actual work undertaken.

*Not Recommended*

Proceeding with work without first recording existing conditions.

Leaving no written record of alternative treatment options considered and why **Preservation** was selected as the preferred option. Failing to adequately document actual work undertaken.



20. Conservator Cleaning Stone Overmantel, Vanderbilt Mansion, Hyde Park, NY.

## Character-defining Features of the Historic Furnished Interior

### *Interior Architectural Features and Finishes*

#### *Recommended*

***Identifying, retaining, and preserving*** interior architectural features and finishes that are important in defining the overall historic character of the interior, including "architectural" window coverings (e.g., Venetian blinds), columns, cornices, baseboards, fireplaces and mantels, paneling, light fixtures, hardware, and flooring; wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

Documenting the evolution of the structure, existing conditions, and integrity before any work is undertaken. Documentation may include photographs, a Historic Structure Report, structural analysis, and architectural conservation surveys.

#### *Not Recommended*

Altering interior architectural features and finishes which are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Replacing an entire historic feature when repair or limited replacement in kind of deteriorated materials is appropriate.

Installing new decorative materials that obscure or damage character-defining interior architectural features or finishes.

Removing or overpainting historic finishes, such as paint and plaster, or historic wall coverings, such as wallpaper.

Applying paint, plaster, or other finishes to surfaces that have been historically unfinished.

Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and paneling.

Changing the type of finish or its color, such as painting a previously varnished wood feature or failing to wallpaper walls previously papered.

Failing to adequately document resources and assess overall integrity prior to work.

Proceeding with work without first recording existing conditions.

*Recommended*

Preparing a full treatment plan taking into consideration all site resources, significance and integrity of the furnished interiors, interpretive objectives, and management needs. The plan should include full scope of work and cost estimates.

Documenting change, including decision-making processes, decisions made, and actual work undertaken.

***Protecting and stabilizing*** deteriorated or damaged interior architectural features and finishes as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

Protecting interior architectural features and finishes against arson, vandalism, and the effects of weather before project work begins by erecting protective barriers; boarding-up windows; and installing security and fire alarm systems that are keyed to local protection agencies.

Establishing an ongoing environmental monitoring program addressing temperature, relative humidity, pests, environmental pollutants, and light filtration.

*Not Recommended*

Initiating work other than the most basic protection and stabilization prior to developing an overall treatment plan.

Leaving no written record of alternative treatment options considered and why **Preservation** was selected as the preferred option. Failing to adequately document actual work undertaken.

Failing to protect and stabilize a deteriorated or damaged interior architectural feature or finish until additional work is undertaken, thus allowing further damage to occur to the historic interior.

Permitting entry into historic interiors through unsecured or broken windows and doors so that the interior architectural features and finishes are damaged by exposure to weather or vandalism.

Stripping interiors of features such as woodwork, doors, windows, light fixtures, copper piping, radiators, or decorative materials.

Failing to adequately monitor environmental conditions.

*Recommended*

Consulting with architectural and objects conservators to determine an acceptable range for temperature and relative humidity suitable to both structure and furnishings.

Protecting interior architectural features such as staircases, mantels, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.

Protecting historic features such as wall coverings, parquet flooring, and paneling in areas of heavy pedestrian traffic. This protection may entail the installation of Plexiglas coverings on walls or modern runners on floors.

**Maintaining** masonry, wood, and architectural metals that comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of approved protective coatings systems.

Providing an ongoing preservation maintenance program that incorporates interior as well as exterior monitoring and repair.

Preserving existing paint finishes, repainting only when necessary with colors that are documented to the historic interior.

*Not Recommended*

Failing to consult conservators to determine an acceptable range for temperature and relative humidity.

Attempting to maintain unrealistic temperature and humidity levels in a historic structure.

Failing to provide proper protection of interior architectural features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.

Failing to take new use patterns into consideration so that interior architectural features and finishes are damaged.

Failing to maintain protective coverings so that moisture and/or dirt builds up causing physical damage to the features they are intended to protect.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior architectural features results.

Failing to provide an ongoing preservation maintenance program.

Repainting unnecessarily or using new, undocumented paint colors.

*Recommended*

Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.

Cleaning with the most benign methods only when absolutely necessary in order to preserve original finishes (see ill. 20).

Evaluating the existing condition of materials to determine whether more than protection and maintenance are required; that is, if repairs to interior architectural features and finishes are necessary.

Consulting with a conservator when necessary.

***Repairing and conserving*** interior architectural features and finishes by reinforcing the materials using recognized preservation methods. The new work should match the old in material, design, color, and texture; be unobtrusively dated to guide future research and treatment; and be thoroughly documented (see ill. 21).

Taking every precaution not to destroy decorative finishes when addressing underlying structural problems. When decorative finishes must be compromised, thoroughly document existing finishes prior to work.

*Not Recommended*

Using destructive methods such as propane or butane torches or sandblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior architectural features.

Changing the texture and patina of character-defining interior architectural features through abrasive or excessive cleaning.

Failing to evaluate existing conditions, resulting in the deterioration or loss of character-defining features and materials.

Failing to consult with a conservator resulting in the deterioration or loss of character-defining features and materials.

Removing materials that could be repaired, using improper techniques, or failing to document the new work.

Destroying decorative finishes to address underlying structural problems without protecting and/or documenting them prior to work.

The following work is highlighted to indicate that it represents the greatest degree of intervention generally recommended within the treatment **Preservation**, and should only be considered after protection, stabilization, and conservation concerns have been addressed.

*Recommended*

**Limited replacing in kind** of extensively deteriorated or missing parts of interior architectural features when there are surviving prototypes such as stairs, balustrades, wood paneling, columns, decorative wall coverings, or ornamental tin or plaster ceilings. New work should match the old in material, design, color, and texture; be unobtrusively dated to guide future research and treatment; and be thoroughly documented.

*Not Recommended*

Replacing an entire interior architectural feature when limited replacement of deteriorated and missing parts is appropriate.

Using replacement material that does not match that of the interior architectural feature.

Failing to properly document the new work.



21. Detail of Ceiling Needing Conservation Treatment. A professional conservator will fill and inpaint damaged areas in the design as necessary to unify the visual appearance of this decorative finish.

22. Light-damaged site-associated textiles should be replaced with reproduction objects and moved to collection storage to slow their further deterioration.

## ***Furnishings***

### *Recommended*

***Identifying, retaining, and preserving*** furnishings that are important in defining the overall historic character of rooms within a historic interior including furniture, upholstery, window coverings, floor coverings, fine and decorative art objects, personal effects, tools and equipment, books, documents and ephemera, lighting devices, and any other associated objects.

Documenting furnishings including history, significance, integrity, and the existing conditions before any work is undertaken. Documentation should include a Historic Furnishings Report, a Collection Condition Survey, and, as appropriate, conservation assessments of individual objects.

Documenting change including decision-making processes, decisions made, and actual work undertaken.

Documenting the location and contents of collections found in closets, drawers, attics, and basements that will be moved to storage.

***Protecting and stabilizing*** deteriorated or damaged furnishings as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

### *Not Recommended*

Altering or removing furnishings that are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Replacing an entire historic furnishing when repair or conservation of deteriorated materials is appropriate.

Installing new furnishings that obscure, alter, or misrepresent the overall historic character of the interior.

Failing to adequately document furnishings.

Failing to assess significance and integrity prior to work.

Proceeding with work without first recording existing conditions.

Leaving no written record of alternative treatment options considered and why **Preservation** was selected as the preferred option. Failing to adequately document actual work undertaken.

Moving collections from closets, drawers, attics, and basements to storage without recording their original locations.

Failing to protect and stabilize a deteriorated or damaged furnishing until additional work is undertaken, thus allowing further damage to occur.

*Recommended*

Moving deteriorated, at-risk original furnishings such as carpeting, window coverings, and other textiles into storage to protect them from further deterioration prior to replacement.

Installing light reduction filters or shades on windows to minimize light damage. While keeping historic placement in mind, relocating objects away from direct sunlight.

Protecting historic furnishings against theft or vandalism through careful placement (keeping historic placement in mind), adequate visual monitoring, and the installation of protective barriers.

Subsequent to documenting their original locations and context, moving fragile objects out of the reach of visitors.

Implementing special use policies to protect objects from damage.

Establishing an ongoing environmental monitoring program addressing temperature, relative humidity, pests, environmental pollutants, and light filtration.

Consulting with architectural and objects conservators to determine an acceptable range for temperature and relative humidity suitable to both structure and furnishings.

Protecting historic furnishings against damage during project work by relocating them or covering them with appropriate protective materials.

*Not Recommended*

Failing to move deteriorated, at-risk furnishings to storage, so that further deterioration results (see ill. 22).

Failing to take adequate measures to protect objects from light damage.

Neglecting proper security measures in the protection of historic furnishings.

Leaving fragile objects within visitors' reach so that damage to the objects results.

Failing to develop special use policies, so that objects are exposed to unnecessary handling.

Failing to adequately monitor environmental conditions.

Failing to consult conservators to determine an acceptable range for temperature and relative humidity.

Attempting to maintain unrealistic temperature and humidity levels in a historic structure.

Failing to provide proper protection for historic furnishings during project work, so that they are paint-spattered, soiled, scratched, or otherwise damaged.

*Recommended*

Installing protective coverings to protect historic floor coverings in areas of heavy pedestrian traffic. An alternative to visually intrusive and potentially harmful runners is requiring visitors to wear "booties" while walking through the building.

Subsequent to documenting their original locations and context, storing furnishings not on exhibit (e.g., those found in closets, drawers, attics, and basements) in preservation-quality collections storage.

**Maintaining** historic furnishings through ongoing preservation and preventive conservation programs such as housekeeping, environmental monitoring and control, integrated pest management, and conservation.

Provide a housekeeping plan and adequate training for housekeeping staff.

Monitoring and documenting collections condition. Providing a system for reporting and responding to changes in conditions.

Cleaning with the most benign methods only when absolutely necessary in order to preserve original finishes.

*Not Recommended*

Failing to take new use patterns into consideration so that floor coverings are damaged.

Failing to install protective coverings or institute a policy such as wearing "booties" to protect floor coverings.

Failing to maintain protective coverings so that moisture and/or dirt builds up causing physical damage to the features they are intended to protect.

Leaving collections not on exhibit in environmentally unsound and unprotected original locations when improved conditions are available (i.e., on-site, preservation-quality collections storage).

Failing to develop a comprehensive ongoing preservation and preventive conservation program so that deterioration of furnishings results.

Failing to provide regularly scheduled housekeeping.

Using inappropriate cleaning techniques, equipment, and products (see ill. 23).

Allowing untrained personnel to clean historic furnishings.

Failing to monitor and record collection condition. Failing to respond to changes in condition.

Changing the texture and patina of furnishings through abrasive or excessive cleaning.

*Recommended*

Applying and reapplying protective coatings, polishing, and wet cleaning as directed by a conservator.

Avoiding unnecessary movement of furnishings in order to maintain interior design and protect collections.

Evaluating the existing condition of furnishings to determine whether more than protection and maintenance is required; that is, if conservation is necessary.

Consulting with a conservator when necessary.

**Conserving** historic furnishings using recognized conservation methods. The new work should be thoroughly documented.

Accomplishing conservation work in the context of the treatment **Preservation**. Ensuring that individual treatment decisions are based on the overall treatment of the assemblage.

Reviewing and approving conservation work proposals prior to undertaking conservation work. Ensuring that treatment documentation conforms to the AIC Code of Ethics and Standards of Practice.



*Not Recommended*

Failing to maintain protective coatings as recommended. Wet cleaning, polishing, or performing other cleaning techniques without training and/or supervision.

Allowing unnecessary movement of furnishings to accommodate housekeeping and special events.

Failing to evaluate existing conditions, resulting in the deterioration of character-defining furnishings.

Failing to consult with a conservator resulting in the deterioration or loss of character-defining features and materials.

Removing materials or furnishings that could be repaired, using improper techniques, and failing to document new work.

Treating individual objects inconsistently in terms of finish or period within the assemblage.

Allowing conservation work to take place without an approved treatment proposal and without conforming to the AIC Code of Ethics and Standards of Practice.

23. Polishing Compound Behind Removed Escutcheon. Well-intentioned housekeeping such as polishing brass furniture hardware can lead to unintended damage. Developing a housekeeping plan in consultation with a conservator and providing training to staff members charged with cleaning objects should minimize such avoidable damage.

## **Mechanical Systems**

### *Recommended*

**Identifying, retaining, and preserving** visible features of early mechanical systems that are important in defining the overall historic character of the interior such as radiators, vents, fans, grilles, plumbing fixtures, switch plates, light fixtures, and speaking tubes.

Identifying, retaining, and preserving non-visible features of systems whenever possible. If still in operation, systems should be assessed to determine that they are not a risk to the structure and its contents.

Documenting mechanical systems, existing conditions, and integrity before any work is undertaken.

Including recommendations for mechanical systems in a full treatment plan.

Documenting thoroughly alteration and replacement of mechanical systems with special attention to negative impact to historic resources. Include decision-making processes, decisions made, and actual work undertaken.

**Protecting and stabilizing** deteriorated or damaged mechanical systems as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

**Maintaining** mechanical, plumbing, electrical, and communication systems and their features through cyclical cleaning and other appropriate measures.

### *Not Recommended*

Removing or altering visible features of mechanical systems that are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Failing to assess and monitor the operation of older, and possibly historic, mechanical systems.

Failing to adequately document mechanical systems and assess conditions prior to work.

Failing to consider mechanical systems as part of the overall scope of work when developing a treatment plan.

Documenting inadequately decisions and actual work undertaken.

Failing to stabilize a deteriorated or damaged mechanical system until additional work is undertaken, thus allowing further damage to occur to the historic interior.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.

*Recommended*

Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.

As long as there is no visible alteration to the historic interior, improving the energy efficiency of existing mechanical systems to help reduce the need for elaborate new equipment.

**Repairing and conserving** mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.

**Limited replacing in kind** those visible features of mechanical systems that are either extensively deteriorated or are prototypes such as ceiling fans, switch plates, radiators, grilles, or plumbing fixtures.

*Not Recommended*

Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.

Installing unnecessary climate control systems which can add excessive moisture to the building. This additional moisture can either condense inside, damaging interior surfaces, or pass through interior walls to the exterior, potentially damaging adjacent materials as it migrates.

Replacing a mechanical system or its functional parts when it could be upgraded and retained.

Installing a visible replacement feature that does not convey the same visual appearance as the original.

*The following should be considered in a **Preservation** project when the installation of new mechanical equipment or system is required to make the building functional.*

*Recommended*

Installing a new mechanical system if required, so that it causes the least alteration possible to the building. Retaining in place as physical documentation as much of the historic mechanical system as is possible.

*Not Recommended*

Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Removing and disposing of the historic mechanical system without consideration to documenting its placement and construction.

Providing adequate structural support for new mechanical equipment.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, wall cavities, and chimneys.

Installing air conditioning in such a manner that historic features are not damaged or obscured and excessive moisture is not generated that will accelerate deterioration of historic materials.

Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.

Installing vertical runs of ducts, pipes, and cables in places where they will detract from the character-defining features.

Concealing mechanical equipment in walls or ceilings in a manner that requires excessive removal of historic building material.

Cutting through features such as masonry walls in order to install air conditioning units.



24. Master Bedroom, Marsh-Billings-Rockefeller Mansion, Woodstock, VT. Cultural resources can be protected effectively and unobtrusively. The white projecting wall-mounted sprinkler head blends into the wallpaper pattern and is virtually invisible at the top center of this image.

**Accessibility Considerations, Energy Efficiency, and Health and Safety Code Considerations (see ill. 24)**

*Although the work in the following sections is quite often an important aspect of preservation projects, it is usually not part of the overall process of preserving character-defining features (maintenance, repair, and limited replacement); rather, such work is assessed for its potential negative impact on the interior's historic character. For this reason, particular care must be taken not to obscure, alter, or damage character-defining features in the process of preservation work.*

*Recommended*

*Not Recommended*

**Accessibility Considerations**

Identifying the historic interior's character-defining spaces, features, and finishes so that accessibility code-required work will not result in their damage or loss.

Limiting the visual impact of safety code hardware such as exit signs and emergency lights.

Complying with barrier-free access requirements in such a manner that character-defining spaces, features, and finishes are preserved.

Working with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

Providing barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

Finding solutions to meet accessibility requirements that minimize the impact on the historic building and interior such as compatible ramps and lifts.

Undertaking code-required alterations before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Failing to take safety code hardware's visual impact into account and negatively affecting the appearance of the historic furnished interior.

Altering, damaging, or destroying character-defining features in attempting to comply with accessibility requirements.

Making changes to interiors without first seeking expert advice from access and historic preservation specialists to determine solutions.

Making access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Making modifications for accessibility without considering the impact on the historic building and interior.

**Energy Efficiency**

Retaining, maintaining, and using historic interior shutters and transoms for their inherent energy conserving functions.

Removing historic interior features which serve an energy conserving role.

**Health and Safety Code Considerations**

Identifying the historic interior's character-defining spaces, features, and finishes so that code-required work will not result in their damage or loss.

Undertaking code-required alterations to an interior before identifying those spaces, features, and finishes which are character-defining and must therefore be preserved.

*Recommended*

Complying with health and safety codes, including seismic code requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Removing toxic building materials only after thorough testing has been conducted and only after less invasive abatement methods have been shown to be inadequate.

Providing workers with appropriate personal protective equipment for hazards found in the worksite.

Working with local code officials to investigate systems, methods, or devices of equivalent or superior effectiveness and safety to those prescribed by code so that unnecessary alterations can be avoided.

Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation, i.e., so that they are not damaged or obscured.

Installing sensitively designed fire suppression systems, such as sprinkler systems that result in retention of historic features and finishes.

Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.

Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and spaces.

*Not Recommended*

Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to an interior to comply with safety codes.

Destroying historic interior features and finishes without careful testing and without considering less invasive abatement methods.

Removing hazardous building materials without regard to personal and environmental safety.

Making changes to historic interiors without first exploring equivalent health and safety systems, methods, or devices that may be less damaging to historic spaces, features, and finishes.

Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.

Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.

Using fire-retardant coatings if they damage or obscure character-defining features.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway or elevator.



# Standards for Rehabilitation & Guidelines for Rehabilitating Historic Furnished Interiors

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*When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, **Rehabilitation** may be considered as a treatment. Prior to undertaking work, a documentation plan for **Rehabilitation** should be developed.*

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25. Dining Hall, Cranbrook School, Bloomfield Hills, MI. The original chairs and tables designed by Eiel Saarinen continue to be used today.

## Standards for Rehabilitation

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**Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. As the rehabilitation guidelines will make clear, the same philosophical approach can apply to both a historic furnished interior and an entire property.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## Introduction

In **Rehabilitation**, a historic furnished interior's character-defining features are protected and maintained as they are in the treatment Preservation. However, the treatment **Rehabilitation** assumes that changes are necessary to accommodate a new or continued use. For example, existing historic fabric has become so damaged or deteriorated that more repair or replacement is required than in Preservation, or; rooms are needed for a contemporary use and some furnishings therefore must be removed, or; other changes are needed to accommodate new uses. **The Standards for Rehabilitation and Guidelines for Rehabilitation** allow for the replacement of extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only **Rehabilitation** includes an opportunity to make possible an efficient contemporary use through alterations and additions.

Examples of rehabilitated historic furnished interiors include:

- A private historic house that is converted into a bed and breakfast. The house retains a high degree of architectural integrity and the furnishings—which represent the accumulation of three generations of family acquisitions—are largely intact. Minimal removal, alterations and additions are made to accommodate the new use. For example, less significant interior spaces are converted into guest bathrooms. Fragile small decorative objects are removed to prevent damage or loss. New telephone lines, emergency lighting, and locks are

installed to meet guest and life safety considerations.

- Historic schools, churches, hotels, or government buildings in continuous use. Although changes have been made over the years, the character-defining features are largely intact. While original furnishings continue to be used, fragile and valuable objects are removed for their protection. Ongoing alterations are made to accommodate new technologies such as bathrooms, public address systems, media outlets, and upgraded lighting. These changes are made without destroying or obscuring character-defining features. Furnishings and architectural features that are removed because of new uses or for protection are documented and stored.

When **Rehabilitation** is the selected treatment for a historic furnished interior, it may be appropriate to remove fragile character-defining features such as small decorative objects and sensitive textiles, or otherwise protect them. Items such as floor coverings in high traffic areas; textiles that are subjected to damaging environmental conditions; and furnishings that cannot withstand ongoing use, may need to be removed; replaced with reproductions; or otherwise protected. It is critical that these materials be documented and retained in suitable storage. As a guiding principle, document and retain everything so that rehabilitated rooms can be re-assembled if needs change. Since **Rehabilitation** allows for the continued use of selected furnishings, ongoing monitoring is required to assure that further deterioration does not endanger character-defining features.



26. Supreme Courtroom (Left) and Criminal Court of Appeals (Right), Texas State Capitol, Austin, TX. Both former courtrooms are now used for meetings and receptions. Concessions to modern usage include glass tops on the leather-covered desks, modern door closures to comply with standards for public safety, a fire suppression system, smoke sensors, and augmented lighting to highlight the architecture. The carpet designs in the two spaces were reproduced based on computer-enhanced nineteenth-century photographs and measurements of extant furnishings. A carpet fragment from the Supreme Courtroom informed the choice of colors for that reproduction.

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With some features of the historic furnished interior, such as upholstered furnishings, destructive treatment may be necessary. It is always preferable that evidence of an object's history be protected and preserved in place. If, however, evidence must be disturbed, damaged, or removed, it must be fully documented and carefully stored.

- ***Identify, Retain, and Preserve Historic Features and Materials***

Like Preservation, rehabilitation treatment begins with the **identification** of the form and detailing of those features and materials that are important in defining the furnished interior's historic character and which must be **retained** in order to **preserve** that character. The character of a historic furnished interior is defined by interior spaces; interior design; the interior architectural features and finishes; the form, ornament, color, materials, craftsmanship, function, style, scale, and proportion of the furnishings; and the visible features of historic

mechanical systems. Identification of resources must include a description of existing conditions and an evaluation of integrity.

Rehabilitated historic furnished interiors often survive with additional furnishings, equipment, documents, and other items in drawers, closets, attics, basements, and outbuildings which will not be viewed by the public. These items should be moved to preservation-quality collections storage. However, great care must be taken to fully document (in writing and photographically) the location and condition of these items so their original context is not lost.

Historical research must be undertaken to provide an overview of the building's construction history, analysis of historical occupancy, history of furnishings, and evidence of room use. This research should also address the cultural and historic value of the interior

and evaluate its significance within the context of other related interiors.

Preparation of a Historic Structure Report and Historic Furnishings Report is the most common method for compiling this documentation. This baseline information is needed before a treatment option is selected and a full treatment plan developed. The significance and integrity of the interior, operational issues, and interpretive objectives must be considered when choosing a treatment.

Documentation of the actual work process is an essential and often overlooked part of any treatment. Notes, survey reports, drawings, and photographs should provide a full record of existing conditions and all phases of treatment. Documentation should include a record of the decision making-process, provide a record of options considered, and justification for actions taken.

- ***Protect and Stabilize Deteriorated Historic Features and Materials as a Preliminary Measure***

Features within a historic furnished interior may need to be stabilized or protected through preliminary measures until additional work can be undertaken. **Protection** generally involves the least degree of intervention and is preparatory to other work. Protecting furnishings may include installing light-inhibiting filters or window shades to protect historic materials from sunlight and moving fragile objects out of the reach of visitors. In many cases, fragile, at-risk original furnishings such as carpeting, window coverings, and other textiles should be conserved and moved

to storage to protect them from further deterioration prior to replacement. The protection of historic carpets and floors can entail the installation of runners or the use of protective "booties" by visitors. The long-term effect of runners on floors must be considered before they are installed. The proper maintenance of runners is important because dirty, moist, or insect-infested runners can damage the surfaces they are intended to protect. Runners also introduce a visual aspect to the historic furnished interior which must be taken into consideration. Although individual features within a preserved interior may require extensive work, an overall survey of existing conditions (i.e., conservation assessment) should always take place first.



27. Research Room, Olmsted Office, Brookline, MA. The present-day Olmsted archives research room is located in a space historically occupied by Olmsted's landscape architecture firm. The architectural finishes and wooden filing cabinets are original. To accommodate the new use, staff have covered the historic large board work surfaces with paper and placed them on map storage cases instead of the historic saw horses. Modern chairs, lamps, and other office equipment support current needs.

Deteriorated portions of a historic furnished interior may need to be treated with preliminary stabilization measures until additional work can be undertaken. **Stabilizing** may include structural reinforcement of furnishings and architectural features, treatment of a

peeling finish, or correcting unsafe conditions. Temporary stabilization should always be carried out in a manner that detracts as little as possible from the historic interior's appearance. Although it may not be necessary in every preservation project, stabilization is nonetheless an integral part of the treatment **Rehabilitation**.



28. Staff Office, Hirshfeld-Moore House, Austin, TX. Staff offices for an educational institution are housed in the former second-floor bedrooms. The office furniture, task lighting, art, and accessories are appropriate in design for this 1880s house.

- ***Maintain Historic Features and Materials***

**Maintaining** historic features and materials involves ongoing preservation maintenance and preventive conservation in order to limit the further deterioration of features and materials. A preservation maintenance plan and housekeeping manual should be developed to ensure proper care of historic materials. Maintenance of interior architectural features and materials includes such treatments as rust removal, caulking, limited paint removal, re-application of protective coatings, and vacuuming. Maintenance of furnishings includes ongoing collections condition monitoring as well as regular vacuuming and dusting. The need for re-applications of protective

coatings, polishing, and wet cleaning should be determined by architectural and objects conservators and should proceed according to approved guidelines.

- ***Repair and Conserve Historic Architectural Features and Materials***

When the physical condition of character-defining materials and features warrants additional work, their **repair** and **conservation** are recommended. **Rehabilitation** begins with the least degree of intervention possible. In **Rehabilitation** repair may also include the limited replacement in kind, or with compatible substitute material, of extensively deteriorated or missing parts of existing architectural features when there are surviving prototypes or photographic documentation to use as a model. Examples include replacing missing wooden molding and balusters. Using material which matches the historic in design, color, and texture is always the preferred option. In **Rehabilitation** substitute material is acceptable if the material conveys the same visual appearance as the historic period. See "Some Factors to Consider—Conservation in Context" in the Introduction for further discussion.

- ***Replace Deteriorated Historic Features and Materials***

Following repair, **Rehabilitation** provides for **replacing** an entire character-defining feature because the level of deterioration or damage to the original precludes repair. If the essential form and detailing are still evident so that the physical evidence can be used to accurately re-establish the feature as an integral part of the rehabilitation, then its replacement is

appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

Removal and replacement of damaged or deteriorated character-defining features that could reasonably be repaired is never recommended.

- ***Replace Missing Historic Features and Acquire Replacements for Missing Historic Furnishings***

When a character-defining feature is missing, the interior's historic character is diminished. Although accepting the loss is one possibility, when an important character-defining feature is missing, its **replacement** is always recommended in the **Rehabilitation** Guidelines as the *first*, or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced or replaced, and if it is desirable to re-establish the feature as part of the interior's historical appearance, then designing and constructing a new feature based on such information is appropriate. In the case of missing furnishings, accurate reproductions and, when feasible, the acquisition of comparable period replacements are acceptable options.

A second acceptable option for the replacement of features is a new design that is compatible with the remaining character-defining features of the historic interior. For example, a reproduction wallpaper based on a wallpaper associated with a house of the same date, locale, and

socio-economic level may be selected for an interior for which there is no extant site-associated wallpaper. Because wallpaper and window coverings are often missing, the use of reproductions based on comparable examples is necessary.

- ***Alterations/Additions for the New Use***

Some **alterations** to a historic furnished interior are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining features and materials. Alterations may include cutting new entrances or windows on secondary elevations; inserting an additional floor; or installing an entirely new mechanical system. Alterations may also include installing barriers to protect rooms; installing rug runners; removing furniture so that non-character-defining spaces can be used for institutional purposes; rearranging furniture to protect it from theft or vandalism; or adding shades, light-inhibiting filters, lined window coverings, or other light protection. Although individual features within a rehabilitated interior may require extensive work, an overall survey of existing conditions (i.e., conservation assessment) should always take place first.

An alteration to a character-defining historic furnished interior may seem essential for the new use, but the **Rehabilitation** Guidelines emphasize that such alterations should be avoided. If, after thorough evaluation of interior solutions that would alter non-character-defining spaces, it is determined that such solutions cannot meet the needs of the

new use, then an exterior addition may be considered. If an exterior addition is judged to be the only viable alternative, it should be designed according to the Secretary's Standards and Guidelines for Rehabilitating Historic Buildings.

- ***Long-term Storage of Removed Features***

Character-defining features and materials such as textiles and small objects removed from historic spaces during the treatment **Rehabilitation** should be maintained in preservation-quality collections **storage**. Removed features and materials should be evaluated as to their significance prior to storage. In general, character-defining architectural features and furnishings should be retained permanently while it may be more appropriate to retain manageable samples of non-character-defining features and materials (e.g., a full repeat or two of a carpet sample).

- ***Accessibility Considerations, Energy Efficiency, and Health and Safety Code Considerations***

These sections of the Rehabilitation guidance address work done to meet accessibility requirements and health and safety code requirements; or limited retrofitting measures to improve energy efficiency. This work is often an important aspect of rehabilitation projects, and must be assessed for its potential negative impact on the interior's historic character. For this reason, particular care must be taken not to obscure, damage, or destroy character-defining materials or features in the process of undertaking work to meet code and energy requirements. As with all aspects of any treatment, it is important to document changes.



29-30. State Dining Room, The White House, Washington, DC. Left to Right: With Day-to-Day Furnishings and Set Up for Special Event. Curators must balance the needs of the historic furnishings and the visiting public with the ongoing use of rooms for presidential functions such as dinners and interviews. To protect furniture and seat large numbers of guests, White House staff replace the State Dining Room's usual single large table with multiple non-historic tables. Historic furnishings are moved as little and the least distance possible.

## Character-defining Elements of the Historic Furnished Interior

### *Interior Spaces*

#### *Recommended*

**Identifying, retaining, and preserving** a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial spaces.

#### *Not Recommended*

Radically changing a floor plan or interior spaces—including individual rooms—which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Altering the floor plan by demolishing principal walls and partitions to create a new appearance.

Altering or destroying interior spaces by inserting floors cutting through floors, obstructing windows, lowering ceilings, or adding or removing walls.

Relocating an interior feature such as a staircase so that the historic relationship between features and spaces is altered.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of **Rehabilitation** projects and should only be considered after the preservation concerns listed above have been addressed.*

#### *Recommended*

##### **Alterations/Additions for New Use**

Accommodating service functions such as bathrooms, mechanical equipment, and office machines required by the interior's new use in non-character-defining spaces.

Installing permanent partitions in non-character-defining spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character-defining interior space.

#### *Not Recommended*

Dividing rooms, lowering ceilings, and damaging or obscuring character-defining features such as fireplaces, niches, stairways or alcoves, so that a new use can be accommodated in the interior.

Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.

## Interior Design

### Recommended

**Identifying, retaining, and preserving** arrangements of furnishings that are important in defining the overall historic character of the interior.

Documenting arrangement of furnishings including history, significance, integrity, and the existing conditions before any work is undertaken. Documentation should include a Historic Furnishings Report.

Documenting change including decision-making processes, decisions made, and actual work undertaken.

### Not Recommended

Altering the arrangements of furnishings that are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Failing to adequately document arrangement of furnishings.

Failing to assess significance and integrity prior to work.

Proceeding with work without first recording existing conditions.

Leaving no written record of alternative treatment options considered and why **Rehabilitation** was selected as the preferred option. Failing to adequately document actual work undertaken.



31. Site-associated Cabinet and Copy of Site-associated Cabinet *in Situ*, Trader's Office/Jewelry Room, Hubbell Trading Post, Ganado, AZ. Hubbell Trading Post continues to be a retail sales operation. Due to the activity in the Trading Post staff have recently begun to replace some furnishings with reproductions in order to maintain the historic character of the spaces and remove the site-associated objects from daily consumptive use.



## Character-defining Features of the Historic Furnished Interior

### *Interior Architectural Features and Finishes*

#### *Recommended*

***Identifying, retaining, and preserving*** interior architectural features and finishes that are important in defining the overall historic character of the interior including "architectural" window coverings (e.g., Venetian blinds), columns, cornices, baseboards, fireplaces and mantels, paneling, light fixtures, hardware, and flooring; wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

Documenting the evolution of the structure, existing conditions, and integrity before any work is undertaken. Documentation may include photographs, a Historic Structure Report, structural analysis, and architectural conservation surveys.

#### *Not Recommended*

Removing or radically changing features and finishes which are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Installing new decorative material that obscures or damages character-defining interior architectural features or finishes.

Removing paint, plaster, or other finishes from historically finished surfaces to create a new appearance (e.g., removing plaster to expose masonry surfaces such as brick walls or a chimney piece).

Applying paint, plaster, or other finishes to surfaces that have been historically unfinished to create a new appearance.

Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and paneling.

Radically changing the type of finish or its color, such as painting a previously varnished wood feature or failing to wallpaper walls previously papered.

Failing to adequately document resources and assess overall integrity prior to work.

Proceeding with work without first recording existing conditions.

*Recommended*

Preparing a full treatment plan taking into consideration all site resources, significance and integrity of the furnished interiors, interpretive objectives, and management needs. The plan should include full scope of work and cost estimates.

Documenting change, including decision-making processes, decisions made, and actual work undertaken.

***Protecting and stabilizing*** deteriorated or damaged interior architectural features and finishes as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

Protecting interior architectural features and finishes against arson and vandalism before project work begins by erecting protective fencing; boarding-up windows; and installing security and fire alarm systems that are keyed to local protection agencies.

Establishing an ongoing environmental monitoring program addressing temperature, relative humidity, pests, environmental pollutants, and light filtration.

*Not Recommended*

Initiating work other than the most basic protection and stabilization prior to developing an overall treatment plan.

Leaving no written record of alternative treatment options considered and why **Rehabilitation** was selected as the preferred option. Failing to adequately document actual work undertaken.

Failing to protect and stabilize a deteriorated or damaged interior architectural feature or finish until additional work is undertaken, thus allowing further damage to occur to the historic interior.

Permitting entry into historic interiors through unsecured or broken windows and doors so that the interior architectural features and finishes are damaged by exposure to weather or vandalism.

Stripping interiors of features such as woodwork, doors, windows, light fixtures, copper piping, radiators, or decorative materials.

Failing to adequately monitor environmental conditions.

*Recommended*

Consulting with architectural and objects conservators to determine an acceptable range for temperature and relative humidity suitable to both structure and furnishings.

Protecting interior architectural features such as staircases, mantels, or decorative finishes, and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.

Protecting historic features such as wall coverings, parquet flooring, and paneling in areas of heavy pedestrian traffic. This protection may entail the installation of Plexiglas coverings on walls or modern runners on floors.

**Maintaining** masonry, wood, and architectural metals which comprise interior architectural features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Providing an ongoing preservation maintenance program that incorporates interior as well as exterior monitoring and repair.

Preserving existing paint finishes, repainting only when necessary with colors that are documented to the historic interior.

*Not Recommended*

Failing to consult conservators to determine an acceptable range for temperature and relative humidity.

Attempting to maintain unrealistic temperature and humidity levels in a historic structure.

Failing to provide proper protection of interior architectural features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.

Failing to take new use patterns into consideration so that interior architectural features and finishes are damaged.

Failing to maintain protective coverings so that moisture and/or dirt builds up causing physical damage to the features they are intended to protect.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior architectural features results.

Failing to provide an ongoing preservation maintenance program.

Repainting unnecessarily or using new, undocumented paint colors.

*Recommended*

Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.

Limiting abrasive cleaning methods to industrial interiors where the interior masonry or plaster features do not have distinguishing design, detailing, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning should only be considered after other, gentler methods have proven ineffective.

Evaluating the existing condition of materials to determine whether more than protection and stabilization are required, that is, if maintenance, repair and conservation to interior architectural features and materials will be necessary.

***Repairing and conserving*** interior architectural features and materials by reinforcing the historic material. Repair and conservation also generally include the limited replacement in kind—or with compatible substitute materials—of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood paneling, columns; or decorative wall coverings or ornamental tin or plaster ceilings. The new work should be unobtrusively dated to guide future research and treatment.

*Not Recommended*

Using destructive methods such as propane or butane torches or sandblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior architectural features.

Changing the texture and patina of character-defining features through sandblasting or use of abrasive methods to remove paint, discoloration, or plaster. This includes both exposed wood (including structural members) and masonry.

Failing to evaluate existing conditions, resulting in the deterioration or loss of character-defining features and materials.

Replacing an entire interior architectural feature such as a staircase, paneled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior architectural feature or finish or that is physically or chemically incompatible.

*Recommended*

Taking every precaution not to destroy decorative finishes when addressing underlying structural problems. When decorative finishes must be compromised, thoroughly document existing finishes prior to work.

***Replacing in kind*** an entire interior architectural feature or finish that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model for reproduction. Examples could include wainscoting, a tin ceiling, or interior stairs.

If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Using a compatible substitute material for interior architectural features and finishes only when using the same kind of material as originally used is technically or economically infeasible.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of **Rehabilitation** projects and should only be considered after the preservation concerns listed above have been addressed*

**Design for the Replacement of Missing Historic Features**

Designing and installing a new interior architectural feature or finish if it is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate "renovations." The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the interior, building, district, or neighborhood.

*Not Recommended*

Destroying decorative finishes to address underlying structural problems without protecting and/or documenting them prior to work.

Removing a character-defining interior architectural feature or finish that is unrepairable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.

Replacing a removed feature with a new one that does not convey the same visual appearance because of form or material.

Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation.

Introducing a new interior architectural feature or finish that is incompatible with the scale, design, materials, color, and texture of the surviving interior architectural features and finishes.

*Recommended*

**Alterations/Additions for New Use**

Reusing decorative material or features that have had to be removed during the rehabilitation work including wall and baseboard trim, door molding, paneled doors, and simple wainscoting; and relocating such material or features in areas appropriate to their historic placement.

Enclosing an interior stairway where required by code so that its character is retained. In many cases, glazed fire-rated walls may be used.

Placing new code-required stairways or elevators in non-character-defining areas of the historic interior.

Creating an atrium or a light well to provide natural light when required for the new use in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural system.

Adding a new floor if required for the new use in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.

**Long-term Storage**

Storing removed interior architectural features and materials in preservation-quality collections storage following evaluation of significance. Retain character-defining architectural features permanently and retain manageable samples of other architectural materials.

*Not Recommended*

Discarding historic material when it can be reused within the rehabilitation project or relocating it in historically inappropriate areas.

Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.

Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.

Inserting a new floor within an interior that alters or destroys the fenestration; radically changes a character-defining interior space; or obscures, damages, or destroys decorative detailing.

Failing to evaluate and store interior architectural features and materials so that significant historical information is lost.

## ***Furnishings***

### *Recommended*

***Identifying, retaining, and preserving*** furnishings that are important in defining the overall historic character of rooms within a historic interior, including furniture, window coverings, floor coverings, upholstery, fine and decorative art objects, personal effects, tools and equipment, books, documents and ephemera, lighting devices, and any other associated objects.

Documenting furnishings including history, significance, integrity, and the existing conditions before any work is undertaken. Documentation should include a Historic Furnishings Report, a Collection Condition Survey, and, as appropriate, conservation assessments of individual objects.

Documenting change including decision-making processes, decisions made, and actual work undertaken.

Documenting the location and contents of collections found in closets, drawers, attics, and basements that will be moved to storage.

***Protecting and stabilizing*** deteriorated or damaged furnishings as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

### *Not Recommended*

Altering or removing furnishings that are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Replacing an entire historic furnishing when repair or conservation is appropriate.

Installing new furnishings that obscure, alter, or misrepresent the overall historic character of the interior.

Failing to adequately document furnishings.

Failing to assess significance and integrity prior to work.

Proceeding with work without first recording existing conditions.

Leaving no written record of alternative treatment options considered and why **Rehabilitation** was selected as the preferred option. Failing to adequately document actual work undertaken.

Moving collections from closets, drawers, attics, and basements to storage without recording their original locations.

Failing to protect and stabilize a deteriorated or damaged furnishing until additional work is undertaken, thus allowing further damage to occur.

*Recommended*

Moving deteriorated, at-risk original furnishings such as carpeting, window coverings, and other textiles into storage to protect them from further deterioration prior to replacement.

Installing light reduction filters or shades on windows to minimize light damage. While keeping historic placement in mind, relocating objects away from direct sunlight.

Protecting historic furnishings against theft or vandalism through careful placement (keeping historic placement in mind), adequate visual monitoring, and the installation of protective barriers.

Subsequent to documenting their original locations and context, moving fragile objects out of the reach of visitors.

Implementing special use policies to protect objects from damage.

Establishing an ongoing environmental monitoring program addressing temperature, relative humidity, pests, environmental pollutants, and light filtration.

Consulting with architectural and objects conservators to determine an acceptable range for temperature and relative humidity suitable to both structure and furnishings.

Protecting historic furnishings against damage during project work by relocating them or covering them with appropriate protective materials.

*Not Recommended*

Failing to move deteriorated, at-risk furnishings to storage, so that further deterioration results.

Failing to take adequate measures to protect objects from light damage.

Neglecting proper security measures in the protection of historic furnishings.

Leaving fragile objects within visitors' reach so that damage to the objects results.

Failing to develop special use policies, so that objects are exposed to unnecessary handling.

Failing to adequately monitor environmental conditions.

Failing to consult conservators to determine an acceptable range for temperature and relative humidity.

Attempting to maintain unrealistic temperature and humidity levels in a historic structure.

Failing to provide proper protection for historic furnishings during project work, so that they are paint-spattered, soiled, scratched, or otherwise damaged.

*Recommended*

Installing protective coverings to protect historic floor coverings in areas of heavy pedestrian traffic. An alternative to visually intrusive and potentially harmful runners is requiring visitors to wear "booties" while walking through the building.

Subsequent to documenting their original locations and context, storing furnishings not on exhibit (e.g., those found in closets, drawers, attics, and basements) in preservation-quality collections storage.

**Maintaining** historic furnishings through ongoing preservation and preventive conservation programs such as housekeeping, environmental monitoring and control, integrated pest management, and conservation.

Provide a housekeeping plan and adequate training for housekeeping staff.

Monitoring and documenting collections condition. Providing a system for reporting and responding to changes in conditions.

Cleaning with the most benign methods only when absolutely necessary in order to preserve original finishes.

*Not Recommended*

Failing to take new use patterns into consideration so that floor coverings are damaged.

Failing to install protective coverings or institute a policy such as wearing "booties" to protect floor coverings.

Failing to maintain protective coverings so that moisture and/or dirt builds up causing physical damage to the features they are intended to protect.

Leaving collections not on exhibit in environmentally unsound and unprotected original locations when improved conditions are available (i.e., on-site, preservation-quality collections storage).

Failing to develop a comprehensive ongoing preservation and preventive conservation program so that deterioration of furnishings results.

Failing to provide regularly scheduled housekeeping.

Using inappropriate cleaning techniques, equipment, and products.

Allowing untrained personnel to clean historic furnishings.

Failing to monitor and record collection condition. Failing to respond to changes in condition.

Changing the texture and patina of furnishings through abrasive or excessive cleaning.

*Recommended*

Applying and reapplying protective coatings, polishing, and wet cleaning as directed by a conservator.

Avoiding unnecessary movement of furnishings in order to maintain interior design and protect collections.

Evaluating the existing condition of furnishings to determine whether more than protection and maintenance is required; that is, if repair and conservation are necessary.

Consulting with a conservator when necessary.

***Repairing and conserving*** historic furnishings using recognized conservation methods. The new work should be thoroughly documented.

Accomplishing conservation work in the context of the treatment **Rehabilitation**. Ensuring the individual treatment decisions are based on the overall treatment of the assemblage.

Reviewing and approving conservation work proposals prior to undertaking conservation work. Ensuring that treatment documentation conforms to the AIC Code of Ethics and Standards of Practice.

*Not Recommended*

Failing to maintain protective coatings as recommended. Wet cleaning, polishing, or performing other cleaning techniques without training and/or supervision.

Allowing unnecessary movement of furnishings to accommodate housekeeping and special events.

Failing to evaluate existing conditions, resulting in the deterioration of character-defining furnishings.

Failing to consult with a conservator resulting in the deterioration or loss of character-defining features and materials.

Removing materials or furnishings that could be repaired, using improper techniques, and failing to document new work.

Treating individual objects inconsistently in terms of finish or period within the assemblage.

Allowing conservation work to take place without an approved treatment proposal and without conforming to the AIC Code of Ethics and Standards of Practice.

*Recommended*

**Replacing in kind** an entire furnishing that is too deteriorated to conserve or too fragile to remain on exhibit using the physical evidence or documentary evidence (photographs, fabric samples, carpet fragments, detailed sales invoices, etc.) as models for reproduction. Examples include window coverings, upholstery, floor coverings, chairs, and light fixtures. New furnishings and work should match the old in material, design, color, and texture; be unobtrusively dated to guide future research and treatment; and be thoroughly documented.

Using a compatible substitute material for reproduction furnishings only when using the same kind of material as originally used is technically or economically infeasible.

Replacing in kind an entire furnishing that is too deteriorated to conserve or too fragile to remain on exhibit using the physical evidence or documentary evidence (photographs, fabric samples, carpet fragments, detailed sales invoices, etc.) as models for the purchase of a comparable period replacement.

*Not Recommended*

Replacing damaged character-defining furnishings that could be conserved reasonably.

Failing to replace a character-defining furnishing that cannot be conserved and returned to exhibit.

Replacing a removed furnishing with a new one that does not convey the same visual appearance because of form or material.

Failing to replace a character-defining furnishing that due to cost cannot be conserved or reproduced with a comparable period replacement.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of **Rehabilitation** projects and should only be considered after the preservation concerns listed above have been addressed.*

**Design for Replacement of Missing Historic Features**

Designing and installing a new furnishing if the historic furnishing is completely missing. This could include missing floor coverings, window coverings, furniture, small decorative objects, etc. The design should be a restoration based on historical, pictorial, and physical documentation.

Creating a false historical appearance because the replacement furnishing is based on insufficient physical, historical, and pictorial documentation.

*Recommended*

**Alterations/Additions for New Use**

Installing furnishings (exhibit panels, office equipment, etc.) necessary for new use in such a way that they are as unobtrusive as possible to the historic interior and can be removed without permanently damaging the historic character of the interior.

**Long-term Storage**

Storing removed furnishings in preservation-quality collections storage following evaluation of significance.

*Not Recommended*

Installing furnishings with little or no regard to the historic interior.

Installing furnishings in such a way that they permanently damage the historic character of the interior.

Failing to evaluate and store removed furnishings so that significant historical information is lost.

Furnishings that are removed to accommodate new uses are placed in new spaces where they would not have been used historically.



32. 1834 Duncan Phyfe Table with Protective Plexiglas "Shoe," The White House, Washington, DC. Discreet protective covers can reduce wear from visitors' feet and equipment such as vacuum cleaners and floor buffers on objects in high-traffic locations.

## ***Mechanical Systems***

### *Recommended*

***Identifying, retaining, and preserving*** visible features of early mechanical systems that are important in defining the overall historic character of the interior such as radiators, vents, fans, grilles, plumbing fixtures, switch plates, light fixtures, and speaking tubes.

***Protecting and stabilizing*** mechanical, plumbing, electrical, and communication systems and their features through cyclical cleaning and other appropriate measures.

Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.

As long as there is no visible alteration to the historic interior, ***maintaining*** and improving the energy efficiency of existing mechanical systems to help reduce the need for elaborate new equipment. Consideration should be given to installing storm windows, insulating attic crawl space, or adding awnings, if appropriate.

***Repairing*** mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.

### *Not Recommended*

Removing or radically changing features of mechanical systems that are important in defining the overall historic character of the interior so that, as a result, the character is diminished.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.

Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.

Installing unnecessary air conditioning or climate control systems which can add excessive moisture to the interior. This additional moisture can either condense inside, damaging interior surfaces, or pass through interior walls to the exterior, potentially damaging adjacent materials as it migrates.

Replacing a mechanical system or its functional parts when it could be upgraded and retained.

*Recommended*

**Replacing in kind**—or with compatible substitute material—those visible features of mechanical systems that are either extensively deteriorated or are prototypes such as ceiling fans, switch plates, radiators, grilles, or plumbing fixtures.

*Not Recommended*

Installing a visible replacement feature that does not convey the same visual appearance as the original.

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of **Rehabilitation** projects and should only be considered after the preservation concerns listed above have been addressed.*

**Alterations/Additions for New Use**

Installing a completely new mechanical system if required for the new use so that it causes the least alteration possible to the interior's floor plan, the exterior elevations, and the least damage to the historic building material.

Providing adequate structural support for new mechanical equipment.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, wall cavities, and chimneys.

Installing air conditioning units if required by the new use in such a manner that historic features are not damaged or obscured and excessive moisture is not generated that will accelerate deterioration of historic materials.

Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.

Installing vertical runs of ducts, pipes, and cables in places where they will obscure character-defining features.

Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of historic building material.

Installing a "dropped" acoustical ceiling to hide mechanical equipment when this destroys the proportions of character-defining interior spaces.

Cutting through features such as masonry walls in order to install air conditioning units.

*Recommended*

Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.

*Not Recommended*

Radically changing the appearance of the historic interior or damaging or destroying windows by installing heating/air conditioning units in historic window frames.



33. Main Bedroom, Inge-Stoneham House, Round Top, TX. This house is a weekend retreat for a private family, not a historic house museum. Like many historic homes, this one lacks a site-associated inventory and furnishings. Choices for furnishings were based on comparative evidence. The wallpapers were based on site-associated fragments. The window coverings and upholstery reproduce 1850s prototypes. The wealth of the house's historic owners justified a moderately high-style period interior but the clients wanted a very high-style treatment. Naturally, the wishes of clients affect private home interiors and they are not required to uphold the level of site-specific accuracy expected of historic house museums.

### **Accessibility Considerations, Energy Efficiency, Health and Safety Code Considerations, and New Additions**

*Although the work in these sections is quite often an important aspect of **Rehabilitation** projects, it is usually not part of the overall process of preserving character-defining features (maintenance, repair, replacement); rather, such work is assessed for its potential negative impact on the interior's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work.*

*Recommended*

*Not Recommended*

**Accessibility Considerations**

Identifying the historic interior's character-defining spaces, features, and finishes so that accessibility code-required work will not result in their damage or loss.

Undertaking code-required alterations before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.

Limiting the visual impact of safety code hardware such as exit signs and emergency lights.

Failing to take safety code hardware's visual impact into account and negatively affecting the appearance of the historic furnished interior.

Complying with barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Altering, damaging, or destroying character-defining features in attempting to comply with accessibility requirements.

Working with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

Making changes to interiors without first seeking expert advice from access and historic preservation specialists to determine solutions.

Providing barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

Making access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Designing new or additional means of access that are compatible with the historic building and interior.

Designing new or additional means of access without considering the impact on the historic building and interior.

**Energy Efficiency**

Retaining, maintaining, and using historic interior shutters and transoms for their inherent energy conserving functions

Removing historic interior features which serve an energy conserving role.

**Health and Safety Code Considerations**

Identifying the historic interior's character-defining spaces, features, and finishes so that code-required work will not result in their damage or loss.

Undertaking code-required alterations to an interior before identifying those spaces, features, and finishes which are character-defining and must therefore be preserved.

*Recommended*

Complying with health and safety codes, including seismic code requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Removing toxic building materials only after thorough testing has been conducted and only after less invasive abatement methods have been shown to be inadequate.

Providing workers with appropriate personal protective equipment for hazards found in the worksite.

Working with local code officials to investigate systems, methods, or devices of equivalent or superior effectiveness and safety to those prescribed by code so that unnecessary alterations can be avoided.

Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation, i.e., so that they are not damaged or obscured.

Installing sensitively designed fire suppression systems, such as sprinkler systems that result in retention of historic features and finishes.

Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.

Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and spaces.

*Not Recommended*

Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to an interior to comply with safety codes.

Destroying historic interior features and finishes without careful testing and without considering less invasive abatement methods.

Removing hazardous building materials without regard to personal and environmental safety.

Making changes to historic interiors without first exploring equivalent health and safety systems, methods, or devices that may be less damaging to historic spaces, features, and finishes.

Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.

Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.

Using fire-retardant coatings if they damage or obscure character-defining features.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway or elevator.

*Rehabilitation*

*Recommended*

Placing a code-required stairway or elevator that cannot be accommodated within the historic interior in a new exterior addition. Such an addition should be on an inconspicuous elevation.

*Not Recommended*

Constructing a new addition to accommodate code-required stairs and elevators where it obscures, damages, or destroys character-defining features of the interior or on character-defining elevations highly visible from the street.

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34. Marble Dining Room, Shelburne Farms, Shelburne, VT. Left to Right: 1900 and 1990 Views. Historically a very large antique rug covered the floor and a single table stood in the center of the room. To preserve site-associated furnishings and accommodate Shelburne Farms' restaurant facility, staff removed the rug and replaced the single table with a variety of smaller tables.

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# Standards for Restoration & Guidelines for Restoring Historic Furnished Interiors

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*When the property's design, architectural, or historical significance during a particular period of time outweighs the potential removal, preservation, and documentation of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, **Restoration** may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for **Restoration** developed.*

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35. Throne Room, 'Iolani Palace, Honolulu, HI. This palace was built in 1882 and served the Hawaiian monarchy until the overthrow of Queen Lili'uokalani in 1893. At that time the palace's contents were inventoried and many objects sold. Although some of the original furnishings have been returned, many are still missing. 'Iolani Palace contains the only throne room in the United States. Reproduction objects in this illustration include the center circular sofa, carpet, window coverings, and oval frames containing diplomatic orders.

# Standards for Restoration

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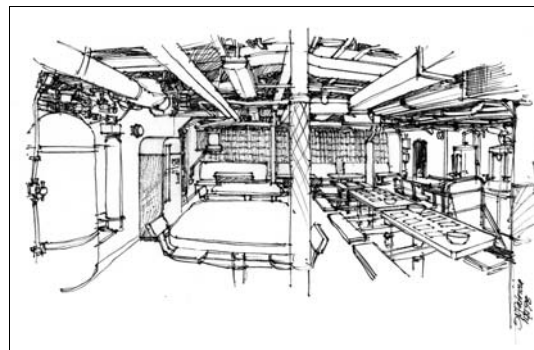
**Restoration** is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. As the restoration guidelines will make clear, the same philosophical approach can apply to both a historic furnished interior and an entire property.

1. A property will be used as it was historically or be given a new use that reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

## Introduction

Rather than maintaining and preserving an interior as it has evolved over time, the expressed goal of the **Standards for Restoration and Guidelines for Restoring Historic Furnished Interiors** is to make the furnished interior appear as it did at a particular—and most significant—time in its history (see ill. 36). First, those character-defining features from the "restoration period" are identified, based on thorough historical research. Next, the features from the restoration period are preserved, protected, maintained, repaired (i.e., stabilized, consolidated, and conserved), and replaced, if necessary.

As opposed to other treatments, the scope of work in **Restoration** can include removal of features and furnishings from other historic periods. Missing features and material from the restoration period should be replaced, based on documentary and physical evidence, using traditional materials or compatible substitute materials or furnishings. Ideally, original site-associated material should be sought and returned to a historic interior. With mass-produced goods, duplicate or very similar period replacements can sometimes be purchased. In some cases, significant, character-defining furnishings will need to be reproduced. Only those designs that can be documented as having been built, or furnishings that can be documented as original to the restoration period should be included and/or reproduced in a restoration project.



36. Mess Deck, USS *Cassin Young*, Charlestown, MA. Upper to Lower: Crew Eating, 1956-1957 and Rendering for Historic Furnishings Report. The USS *Cassin Young* saw significant action during World War II and was retrofitted three times at the Charlestown Navy Yard in the 1950s. While the World-War-II story is important in the ship's history, staff will furnish the USS *Cassin Young* to its 1950s appearance to interpret the Charlestown Navy Yard where it is now docked. Also, the structural changes made during the ship's retrofits make the cost of its restoration to the World-War-II era prohibitive.

Even when most features dating to the restoration period survive, small furnishings and personal items are often missing. These small items, including jewelry, family photographs, toilet items, clothing, textiles, ceramic and metal decorative objects, tools, and office supplies may be necessary to give an interior an accurate, "lived-in" look. There is often the tendency to "fill-in"

objects that "should" be in a space. It is especially important that the inclusion of such items be based on specific documentation and the level of conjecture kept to an absolute minimum (see ill. 37). It should be noted that the absence of such objects can lead to an inaccurate presentation of a historic interior.

**Restoration** may require removal of important site-associated furnishings that are not appropriate to the restoration period. Providing for the documentation, removal, suitable storage, and long-term care of these furnishings should be considered part of the restoration planning process. It also is necessary to create a maintenance plan for the newly restored interior. Even a new restoration will require regular housekeeping and periodic replacement of worn textiles.

Treatments that cause damage to historic materials will not be used. With some features of the historic furnished interior, such as upholstered furnishings, destructive treatment may be necessary. It is always preferable that evidence of an object's history be protected and preserved in place. If, however, evidence must be disturbed, damaged, or removed, it must be fully documented and carefully stored.

- ***Identify, Retain, and Preserve Historic Features and Materials from the Restoration Period***

**Restoration** treatment begins with the **identification** of the form and detailing of those existing features and materials that are significant to the restoration period as established by historical research and documentation. These

features and materials must be **retained** to interpret the restoration period. The restored historic furnished interior is defined by the interior spaces; interior design; interior architectural features and finishes; the form, ornament, color, materials, craftsmanship, function, style, scale, and proportion of the furnishings; and the visible features of historic mechanical systems. Identification of resources must include a description of existing conditions and an evaluation of integrity.



37. Detail of Library Table, The Hermitage, Hermitage, TN. The proper use of "smalls," or small decorative and personal objects, in a historic furnished interior can bring a room to life. Too many smalls can lead to a staged feeling while too few can be incorrectly sparse. Both scenarios can be distracting. Smalls should be historically correct and support the house's interpretive themes.

Restored historic furnished interiors often survive with additional

furnishings, equipment, documents, and other items in drawers, closets, attics, basements, and outbuildings which will not be viewed by the public. These items should be moved to preservation-quality collections storage. However, great care must be taken to fully document (in writing and photographically) the location and condition of these items so their original context is not lost.

Historical research must be undertaken to provide an overview of the building's construction history, analysis of historical occupancy, history of furnishings, and evidence of room use. This research should also address the cultural and historic value of the interior and evaluate its significance within the context of other related interiors.

Preparation of a Historic Structure Report and Historic Furnishings Report is the most common method for compiling this documentation. This baseline information is needed before a treatment option is selected and a full treatment plan developed. The significance and integrity of the interior, operational issues, and interpretive objectives must be considered when choosing a treatment (see ill. 38).

Documentation of the actual work process is an essential and often overlooked part of any treatment. Notes, survey reports, drawings, and photographs should provide a full record of existing conditions and all phases of treatment. Documentation should include a record of the decision making-process, provide a record of options considered, and justification for actions taken.



38. Parlor, Gallier House, New Orleans, LA. Upper to Lower: In "Summer Dress," Fall and Winter Appearance. If appropriate, historic houses should interpret historically accurate seasonal changes. To ensure accuracy, seasonal changes (including holidays) should be researched and documented in a Historic Furnishings Report just as carefully as a room's "normal" appearance. During summer months at Gallier House the staff covers gasoliers and mirrors with netting, floors with grass mats, and upholstered furniture with cotton slip covers.

- ***Protect and Stabilize Deteriorated Features and Materials from the Restoration Period as a Preliminary Measure***

Features within a historic furnished interior may need to be stabilized or protected through preliminary measures until additional work can be undertaken. **Protection** generally involves the least degree of intervention and is preparatory to other work. Protecting furnishings may include installing light-inhibiting filters or window shades to protect historic materials from sunlight and moving fragile objects out of the reach of visitors. In many cases, fragile, at-risk original furnishings such as carpeting, window coverings, and other textiles should be conserved and moved to storage to protect them from further deterioration prior to replacement. The protection of historic carpets and floors can entail the installation of runners or the use of protective "booties" by visitors. The long-term effect of runners on floors must be considered before they are installed. The proper maintenance of runners is important because dirty, moist, or insect-infested runners can damage the surfaces they are intended to protect. Runners also introduce a visual aspect to the historic furnished interior which must be taken into consideration. Although individual features within a restored interior may require extensive work, an overall survey of existing conditions (i.e., conservation assessment) should always take place first.

Preliminary stabilization may be needed for deteriorated portions of a historic furnished interior until additional work can be undertaken. **Stabilizing** may include structural reinforcement of furnishings and architectural features,

treatment of a peeling finish, or correcting unsafe conditions. Temporary stabilization should always be carried out in a manner that detracts as little as possible from the historic interior's appearance. Although it may not be necessary in every preservation project, stabilization is nonetheless an integral part of the treatment **Restoration**.

- ***Maintain Historic Features and Materials***

**Maintaining** historic features and materials involves ongoing preservation maintenance and preventive conservation in order to limit the further deterioration of features and materials. A preservation maintenance plan and housekeeping manual should be developed to ensure proper care of historic materials. Maintenance of interior architectural features and materials includes such treatments as rust removal, caulking, limited paint removal, re-application of protective coatings, and vacuuming. Maintenance of furnishings includes ongoing collections condition monitoring as well as regular vacuuming and dusting. The need for re-applications of protective coatings, polishing, and wet cleaning should be determined by architectural and objects conservators and should proceed according to approved guidelines.

- ***Repair and Conserve Features and Materials from the Restoration Period***

When the physical condition of restoration-period features requires additional work, their **repair** and **conservation** are recommended. **Resto-**

**ration** focuses upon the preservation of those materials and features that are significant to a particular period. Consequently, repair begins with the least degree of intervention possible. In **Restoration**, repair may also include the limited replacement in kind, or with compatible substitute material, of extensively deteriorated or missing parts of existing architectural features when there are surviving prototypes to use as models. Examples include replacing missing wooden molding and balusters. In some cases within the treatment **Restoration**, *portions* of an architectural feature can be reinforced using contemporary materials. All work should be physically and visually compatible, identifiable upon close inspection, and documented for future research. See "Some Factors to Consider—Conservation in Context" in the Introduction for further discussion.

- *Replace Deteriorated Features and Materials from the Restoration Period*

In **Restoration**, **replacing** an entire feature from the restoration period—such as a cornice, balustrade, chair upholstery, window covering, or light fixture—that is too deteriorated to repair may be appropriate. Together with documentary evidence, the form and detailing of an extant historic feature should be used as a model for the replacement. Using the same kind of material is preferred; however, compatible substitute material may be considered. All new work should be unobtrusively dated or otherwise documented to guide future research and treatment.

If documentary and physical evidence are not available to provide an accurate

reproduction of missing features, the treatment **Rehabilitation** might be a better overall approach to project work.

- *Remove Existing Features from Other Historic Periods*

Although most interiors represent a continuum of occupancy and change over time, the goal of the treatment **Restoration** is to depict the interior as it appeared at the most significant time in its history. Thus, work is included to **remove** or alter existing historic features that do not represent the restoration period (see ill. 39). This could include features such as windows, doors, fireplaces, lighting fixtures, window coverings, floor coverings, upholstery, furniture, and small decorative objects. Prior to altering or removing materials, features, spaces, and finishes that characterize other historical periods, they should be documented to guide future research and treatment.

- *Re-create Missing Features from the Restoration Period*

Most **Restoration** projects involve **re-creating** features that were significant to the interior at a particular time, but are now missing. Examples include mantels, moldings, door surrounds, wallpapers, floor coverings, window coverings, furniture, and small decorative objects. Each missing feature should be substantiated by documentary and physical evidence. Without sufficient documentation for these reproductions an accurate depiction cannot be achieved. Combining features that never existed together historically can be inaccurate. Using traditional materials to depict lost features is always the preferred approach; however, using

compatible substitute material is an acceptable alternative in **Restoration** because, as emphasized, the goal of this treatment is to replicate the "appearance" of the historic interior at a particular time, not to retain and preserve all historic materials as they have evolved over time.

If documentary and physical evidence are not available to provide an accurate re-creation of missing features, the treatments Rehabilitation or Preservation might be a better overall approach to project work.

- **Long-term Storage of Removed Features (see ill. 39)**

Character-defining features and materials removed from historic spaces during the treatment **Restoration** should be maintained in preservation-quality collections **storage**. Removed features and materials should be evaluated as to their significance prior to storage. In general, character-defining architectural features and furnishings should be retained permanently while it may be sufficient to retain only manageable samples of non-character-defining features and materials.

- ***Accessibility Considerations, Energy Efficiency, and Health and Safety Code Considerations***

These sections of the **Restoration** guidance address work done to meet accessibility requirements and health and safety code requirements; or limited retrofitting measures to improve energy efficiency. This work is quite often an important aspect of **Restoration** projects, and usually must be assessed for its potential negative impact on the interior. For this reason, particular care

must be taken not to obscure, damage, or destroy character-defining materials or features in the process of undertaking work to meet code and energy requirements. As with all aspects of any treatment, it is important to document any changes.



39. Collection Storage, McFaddin-Ward House, Beaumont, TX. The museum received the entire contents of the house and carriage house as the result of Mamie McFaddin Ward's 1982 bequest. Museum staff chose to interpret family life in the house between the years 1907 and 1950. The museum constructed a storage facility to accommodate objects too numerous to display and those post-1950 objects outside the period of interpretation.

## Character-defining Elements of the Historic Furnished Interior

### *Interior Spaces*

#### *Recommended*

**Identifying, retaining, and preserving** a floor plan or interior spaces from the restoration period. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial spaces.

Ensuring that character-defining circulation patterns and spatial arrangements are taken into consideration in developing visitor routing or adaptation of spaces for non-interpretive purposes.

Limiting operational and other contemporary functions to non-character-defining spaces.

#### *Not Recommended*

Altering a floor plan or interior spaces—including individual rooms—from the restoration period.

Ignoring and/or obscuring character-defining circulation patterns and spatial arrangements when developing visitor routing or adapting spaces for non-interpretive uses.

Accommodating contemporary functions in character-defining spaces or in ways that interfere with the historically intended circulation pattern.

### *Interior Design*

#### *Recommended*

**Identifying, retaining, and preserving** arrangements of furnishings that are important in defining the overall character of the interior.

Documenting arrangement of furnishings including history, significance, integrity, and the existing conditions before any work is undertaken. Documentation should include a Historic Furnishings Report.

#### *Not Recommended*

Altering the arrangements of furnishings that are important in defining the overall character of the interior so that, as a result, the character is diminished.

Failing to adequately document arrangement of furnishings.

Failing to assess significance and integrity prior to work.

Proceeding with work without first recording existing conditions.

*Restoration*

*Recommended*

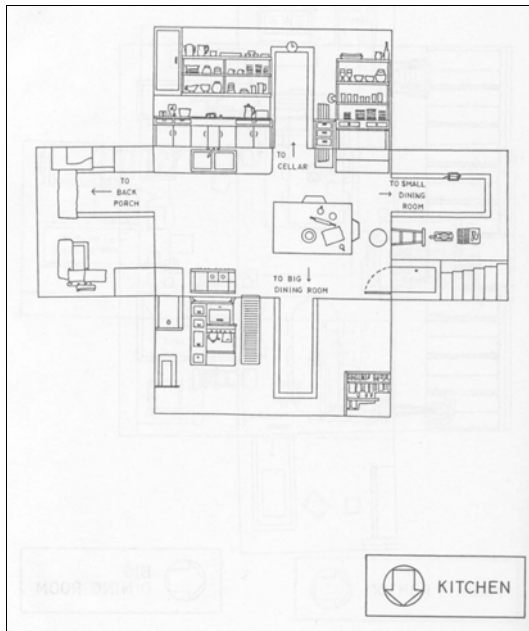
Documenting change including decision-making processes, decisions made, and actual work undertaken.

**Re-creating** an interior design based on extant documentary evidence including photographs, room-by-room inventories, prints, and period descriptions.

*Not Recommended*

Leaving no written record of alternative treatment options considered and why **Restoration** was selected as the preferred option. Failing to adequately document actual work undertaken.

Failing to arrange furnishings in an appropriate manner, thus presenting an inaccurate interior design.



40. Kitchen, Faraway Ranch, Chiracahua National Monument, AZ. Left to Right: Floor Plan and Post-installation Photograph. A furnished installation should be documented visually to ensure that its historically accurate contents and arrangement as described in the Historic Furnishings Report are maintained. Detailed floor plans and post-installation photographs assist staff members in tracking objects for security purposes and re-installing objects if they are removed for any reason.

## Character-defining Features of the Historic Furnished Interior

### *Interior Architectural Features and Finishes*

#### *Recommended*

***Identifying, retaining, and preserving*** interior architectural features and finishes from the restoration period. These include "architectural" window coverings (e.g., Venetian blinds), columns, cornices, baseboards, fireplaces and mantels, paneling, light fixtures, hardware, and flooring; wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

Documenting the evolution of the structure, existing conditions, and integrity before any work is undertaken. Documentation may include photographs, a Historic Structure Report, structural analysis, and architectural conservation surveys.

Preparing a full treatment plan taking into consideration all site resources, interpretive objectives, and management needs. The plan should include full scope of work and cost estimates.

#### *Not Recommended*

Altering features or finishes from the restoration period.

Failing to properly document spaces, features, and finishes from the restoration period which may result in their loss.

Applying paint, plaster, or other finishes to surfaces unless the work can be substantiated by historical documentation.

Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes from the restoration period to features such as doors and paneling

Changing the type of finish or its color, such as painting a previously varnished wood feature or failing to wallpaper walls previously papered, unless the work can be substantiated by historical documentation.

Failing to adequately document resources and assess overall integrity prior to work.

Proceeding with work without first recording existing conditions.

Initiating work, other than the most basic protection and stabilization, prior to developing an overall treatment plan.

*Recommended*

Documenting change including decision making processes, decisions made, and actual work undertaken.

Choosing a restoration period, the period of the site's greatest significance, based on adequate research and evidence.

***Protecting and stabilizing*** deteriorated or damaged interior architectural features and finishes as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

Protecting interior architectural features and finishes against arson, vandalism, and the effects of weather before project work begins by erecting protective barriers; boarding-up windows; and installing security and fire alarm systems that are keyed to local protection agencies.

Establishing an ongoing environmental monitoring program addressing temperature, relative humidity, pests, environmental pollutants, and light filtration.

*Not Recommended*

Leaving no written record of alternative treatment options considered and why **Restoration** was selected as the preferred option. Failing to adequately document actual work undertaken.

Failing to choose a restoration period and causing a confusing depiction of the interior's significance.

Choosing a restoration period without adequate research or evidence.

Choosing a restoration period solely on the basis of perceived interpretive needs, management needs, or political pressure.

Failing to protect and stabilize a deteriorated or damaged interior architectural feature or finish until additional work is undertaken, thus allowing further damage to occur to the historic interior.

Permitting entry into historic interiors through unsecured or broken windows and doors so that the interior architectural features and finishes are damaged by exposure to weather or vandalism.

Stripping interiors of restoration period features such as woodwork, doors, windows, light fixtures, copper piping, radiators, or decorative materials.

Failing to adequately monitor environmental conditions.

*Recommended*

Consulting with architectural and objects conservators to determine an acceptable range for temperature and relative humidity suitable to both structure and furnishings.

Protecting interior architectural features such as staircases, mantels, or decorative finishes, and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.

Protecting historic features such as wall coverings, parquet flooring, and paneling in areas of heavy pedestrian traffic. This protection may entail the installation of Plexiglas coverings on walls or modern runners on floors.

**Maintaining** masonry, wood, and architectural metals that comprise restoration period interior architectural features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Providing an ongoing preservation maintenance program that incorporates interior as well as exterior monitoring and repair.

Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems based on historical documentation.

*Not Recommended*

Failing to consult conservators to determine an acceptable range for temperature and relative humidity.

Attempting to maintain unrealistic temperature and humidity levels in a historic structure.

Failing to provide proper protection of interior architectural features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.

Failing to take new use patterns into consideration so that interior architectural features and finishes are damaged.

Failing to maintain protective coverings so that moisture and/or dirt builds up causing physical damage to the features they are intended to protect.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior architectural features results.

Failing to provide ongoing preservation maintenance.

Using destructive methods such as propane or butane torches or sandblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior architectural features.

*Recommended*

Repainting with colors that are documented to the building's restoration period.

Limiting abrasive cleaning methods to industrial buildings where the interior masonry or plaster features do not have distinguishing design, detailing, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning should only be considered after other, gentler methods have proven ineffective.

Evaluating the existing condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior architectural features and finishes will be necessary.

***Repairing and conserving*** interior architectural features and finishes from the restoration period by reinforcing the historic materials. Repair and conservation also generally include the limited replacement in kind—or with compatible substitute materials—of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood paneling, columns; or decorative wall coverings or ornamental tin or plaster ceilings. The new work should be unobtrusively dated to guide future research and treatment.

*Not Recommended*

Using new paint colors that are inappropriate to the building's restoration period.

Changing the texture and patina of features from the restoration period through sandblasting or use of abrasive methods to remove paint, discoloration, or plaster. This includes both exposed wood (including structural members) and masonry.

Failing to evaluate existing conditions, resulting in the deterioration or loss of character-defining features and materials.

Replacing an interior architectural feature from the restoration period such as a staircase, paneled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior architectural feature or finish or that is physically or chemically incompatible.

*Recommended*

**Replacing in kind** an entire interior architectural feature or finish from the restoration period that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model for reproduction. Examples could include wainscoting, a tin ceiling, or interior stairs.

Using a compatible substitute material for interior architectural features and finishes only when using the same kind of material as originally used is technically or economically infeasible.

*The following **Restoration** work is highlighted to indicate that it involves the removal or alteration of existing historic interior spaces, features, and finishes that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing interior spaces, features, and finishes from the restoration period using all new materials.*

*Not Recommended*

Removing a feature or finish from the restoration period that is unrepairable and not replacing it; or failing to document the new work.

Replacing a removed feature with a new one that does not convey the same visual appearance because of form or material.

**Removing** or altering interior architectural features and finishes from other historic periods such as a later suspended ceiling or wood paneling.

Documenting materials and features dating from other periods prior to their removal or alteration.

**Re-creating** a missing interior architectural feature or finish from the restoration period based on physical or documentary evidence; for example, duplicating a marbleized mantel or a staircase.

Failing to remove or alter an interior architectural feature or finish from another period, thus confusing the depiction of the building's significance.

Failing to document interior architectural features and finishes from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

Constructing an interior architectural feature or finish that was part of the original design for the building but was never actually built; or constructing a feature which was thought to have existed during the restoration period, but for which there is insufficient documentation.

*Recommended*

**Long-term Storage**

Storing interior architectural features and materials in preservation-quality collections storage following evaluation of significance. Retain character-defining architectural features permanently and retain manageable samples of other architectural materials.

*Not Recommended*

Failing to evaluate and store interior architectural features and materials so that significant historical information is lost.



41. Front Hall, Villa Louis, Prairie du Chien, WI. Left to Right: 1890s and Current Views. The restoration at Villa Louis is informed by a wealth of site-associated evidence including photographs, physical evidence such as paints and wallpapers, extant furnishings, and 100,000 bills, receipts, and invoices.

***Furnishings***

*Recommended*

***Identifying, retaining, and preserving*** furnishings from the restoration period that are important in defining the rooms within a historic interior including furniture, upholstery, window coverings, floor coverings, fine and decorative art objects, personal effects, tools and equipment, books, documents and ephemera, lighting devices, and any other associated objects.

*Not Recommended*

Altering or removing furnishings from the restoration period so that, as a result, the interior is diminished.

Replacing an entire historic furnishing from the restoration period when repair or limited replacement in kind of deteriorated materials is appropriate.

Installing new furnishings that obscure, alter, or misrepresent the restoration period interior.

*Recommended*

Documenting furnishings including their history, significance, integrity, and existing conditions before any work is undertaken. Historical documentation may focus on the restoration period, but should provide an overview of the complete furnishing history.

Documentation may include a Historic Furnishings Report, an overall condition survey, and possibly conservation assessments on individual objects.

Documenting change including decision-making processes, decisions made, and actual work undertaken.

Documenting the location and contents of collections found in closets, drawers, attics, and basements that will be moved to storage.

***Protecting and stabilizing*** deteriorated or damaged furnishings as a preliminary measure, when necessary, prior to undertaking appropriate restoration work.

Moving deteriorated, at-risk original furnishings such as carpeting, window coverings, and other textiles into storage to protect them from further deterioration prior to replacement.

Installing light reduction filters or shades on windows to minimize light damage. While keeping historic placement in mind, relocating objects away from direct sunlight.

*Not Recommended*

Failing to adequately document furnishings.

Failing to assess significance and integrity prior to work.

Proceeding with work without first recording existing conditions.

Leaving no written record of alternative treatment options considered and why **Restoration** was selected as the preferred option. Failing to adequately document actual work undertaken.

Moving collections from closets, drawers, attics, and basements to storage without recording their original locations.

Failing to protect and stabilize a deteriorated or damaged furnishing until additional work is undertaken, thus allowing further damage to occur.

Failing to move deteriorated, at-risk furnishings to storage, so that further deterioration results.

Failing to take adequate measures to protect objects from light damage.

*Recommended*

Protecting historic furnishings against theft or vandalism through careful placement (keeping historic placement in mind), adequate visual monitoring, and the installation of protective barriers.

Subsequent to documenting their original locations and context, moving fragile objects out of the reach of visitors.

Implementing special use policies to protect objects from damage.

Establishing an ongoing environmental monitoring program addressing temperature, relative humidity, pests, environmental pollutants, and light filtration.

Consulting with architectural and objects conservators to determine an acceptable range for temperature and relative humidity suitable to both structure and furnishings.

Protecting historic furnishings against damage during project work by relocating them or covering them with appropriate protective materials.

Installing protective coverings to protect historic floor coverings in areas of heavy pedestrian traffic. An alternative to visually intrusive and potentially harmful runners is requiring visitors to wear "booties" while walking through the building.

*Not Recommended*

Neglecting proper security measures in the protection of historic furnishings.

Leaving fragile objects within visitors' reach so that damage to the object results.

Failing to develop special use policies so that objects are exposed to unnecessary handling.

Failing to adequately monitor environmental conditions.

Failing to consult conservators to determine an acceptable range for temperature and relative humidity.

Attempting to maintain unrealistic temperature and humidity levels in a historic structure.

Failing to provide proper protection for historic furnishings during project work so that they are paint-spattered, soiled, scratched, or otherwise damaged.

Failing to take new use patterns into consideration so that floor coverings are damaged.

Failing to install protective coverings or institute a policy such as wearing "booties" to protect floor coverings.

*Recommended*

Subsequent to documenting their original locations and context, storing furnishings not on exhibit (e.g., those found in closets, dresser drawers, attics, and basements) in preservation-quality collections storage.

**Maintaining** historic furnishings through ongoing preservation and preventive conservation programs such as housekeeping, environmental monitoring and control, integrated pest management, and conservation.

Provide a housekeeping plan and adequate training for housekeeping staff.

Monitoring and documenting collections condition. Providing a system for reporting and responding to changes in conditions.

Cleaning with the most benign methods only when absolutely necessary in order to preserve original finishes.

Applying and reapplying protective coatings, polishing, and wet cleaning as directed by a conservator.

*Not Recommended*

Failing to maintain protective coverings so moisture and/or dirt builds up causing physical damage to the features they are intended to protect.

Leaving collections not on exhibit in environmentally unsound and unprotected original locations when improved conditions are available (i.e., on-site, preservation-quality collections storage).

Failing to develop a comprehensive ongoing preservation and preventive conservation program so that deterioration of furnishings results.

Failing to provide regularly scheduled housekeeping.

Using inappropriate cleaning techniques, equipment, and products.

Allowing untrained personnel to clean historic furnishings.

Failing to monitor and record collections conditions. Failing to respond to changes in condition.

Changing the texture and patina of furnishings through abrasive or excessive cleaning.

Failing to maintain protective coatings as recommended. Wet cleaning, polishing, or performing other cleaning techniques without training and/or supervision.

*Recommended*

Avoiding unnecessary movement of furnishings in order to maintain interior design and protect collections.

Evaluating the existing condition of furnishings to determine whether more than protection and maintenance is required; that is, if conservation is necessary.

Consulting with a conservator when necessary.

***Repairing and conserving*** historic furnishings from the restoration period using recognized conservation methods. New work should be thoroughly documented.

Accomplishing conservation work in the context of the restoration period. Ensuring that individual treatment decisions are based on the overall treatment of the assemblage.

Reviewing and approving conservation work proposals prior to undertaking conservation work. Ensuring that treatment documentation conforms to the AIC Code of Ethics and Standards of Practice.

*Not Recommended*

Allowing unnecessary movement of furnishings to accommodate housekeeping or special events.

Failing to evaluate existing conditions, resulting in the deterioration of character-defining furnishings.

Failing to consult with a conservator resulting in the deterioration or loss of character-defining features and materials.

Removing materials or furnishings that could be repaired, using improper techniques, or failing to document new work.

Treating individual objects outside the context of the restoration period.

Allowing conservation work to take place without an approved treatment proposal and without conforming to the AIC Code of Ethics and Standards of Practice.

*Recommended*

**Replacing in kind** an entire furnishing that is too deteriorated to conserve or too fragile to remain on exhibit using the physical evidence or documentary evidence (photographs, fabric samples, carpet fragments, detailed sales invoices, etc.) as models for reproduction. Examples include window coverings, upholstery, floor coverings, chairs, and light fixtures. New furnishings and work should match the old in material, design, color, and texture; be unobtrusively dated to guide future research and treatment; and be thoroughly documented.

Using a compatible substitute material for reproduction furnishings only when using the same kind of material as originally used is technically or economically infeasible.

Replacing in kind an entire furnishing that is too deteriorated to conserve or too fragile to remain on exhibit using the physical evidence or documentary evidence (photographs, fabric samples, carpet fragments, detailed sales invoices, etc.) as models for the purchase of a comparable period replacement.

*Not Recommended*

Replacing damaged or deteriorated character-defining furnishings that could be conserved reasonably.

Failing to replace a character-defining furnishing that cannot be conserved and returned to exhibit.

Replacing a removed furnishing with a new one that does not convey the same visual appearance because of form or material.

Failing to replace a character-defining furnishing that due to cost cannot be conserved or reproduced with a comparable period replacement.

*The following **Restoration** work is highlighted to indicate that it involves the removal or alteration of existing historic interior spaces, features, and finishes that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing interior spaces, features, and finishes from the restoration period using all new materials.*

**Removing** or altering furnishings and details from other historic periods such as a later suite of furniture or later furniture hardware.

Failing to remove or alter furnishings and details from another period, thus confusing the depiction of the interior's significance.

*Recommended*

Documenting materials, features, and details dating from other periods prior to their removal or alteration. If possible, all or selected samples of these materials, features, and details should be stored to facilitate future research.

Restoring historic furnishings to the same restoration period as the historic building, interior architectural features, and finishes.

Restoring an interior in totality including all types (furniture, textiles, metals, etc.) and aspects (form, color, style, materials, etc.) of furnishings.

Re-creating a missing furnishing from the restoration period based on physical or documentary evidence.

Considering the overall consistent appearance of the historic furnished interior in terms of age, wear, and cleanliness. Re-created objects should fit comfortably into the context.

**Long-term Storage**

Storing removed furnishings in preservation-quality collections storage following evaluation of significance.

*Not Recommended*

Failing to document furnishings and details from other historic periods that are removed from the interior so that a valuable portion of the historic record is lost.

Restoring the historic furnishings to a different restoration period from the historic building, interior architectural features, and finishes so that a historically inaccurate interior is created.

Presenting an incomplete interior.

Creating a furnishing that may have existed during the restoration period, but for which there is insufficient documentation.

Failing to consider the overall consistent appearance of the historic furnished interior so that the exhibit is historically inaccurate. Re-created objects stand out from the context.

Failing to evaluate and store removed furnishings so that significant historical information is lost.



42. Interior View of Virginia & Truckee Railroad Combination Car No. 16, California State Railroad Museum, Sacramento, CA. The nineteenth-century "V & T No. 16" required extensive restoration after sixty-three years of passenger service and several years of special appearances. The missing original seats were replaced with period cast seat ends and cushions newly re-upholstered in green mohair. The original ceiling cloths were removed for preservation in storage and replaced with reproduction cloths.

### ***Mechanical Systems***

#### *Recommended*

***Identifying, retaining, and preserving*** visible features of early mechanical systems from the restoration period such as radiators, vents, fans, grilles, plumbing fixtures, switch plates, light fixtures, and speaking tubes.

***Protecting*** existing mechanical systems to help reduce the need for elaborate new equipment by properly maintaining and upgrading equipment.

***Maintaining*** mechanical, plumbing, electrical, and communication systems and their features from the restoration period through cyclical cleaning and other appropriate measures.

#### *Not Recommended*

Altering visible features of mechanical systems from the restoration period.

Failing to properly document mechanical systems and their visible features from the restoration period, which may result in their loss.

Installing unnecessary air conditioning or climate control systems that can add excessive moisture to the building. This additional moisture can either condense inside, damaging interior surfaces, or pass through interior walls to the exterior, potentially damaging adjacent materials as it migrates.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.

*Recommended*

Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.

**Repairing and conserving** mechanical systems from the restoration period by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.

**Replacing in kind**—or with compatible substitute material—those visible features of restoration period mechanical systems that are either extensively deteriorated or are prototypes such as ceiling fans, switch plates, radiators, grilles, or plumbing fixtures.

Installing a new mechanical system, if required, in a way that results in the least alteration possible to the historic interior and restoration period mechanical systems.

Providing adequate structural support for new mechanical equipment.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, wall cavities, and chimneys.

Installing air conditioning units in such a manner that features are not damaged or obscured and excessive moisture is not generated that will accelerate deterioration of historic materials.

*Not Recommended*

Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.

Replacing a mechanical system from the restoration period or its functional parts when it could be upgraded and retained.

Installing a visible replacement feature that does not convey the same visual appearance as the original.

Installing a new mechanical system so that structural or interior features from the restoration period are altered.

Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.

Installing vertical runs of ducts, pipes, and cables in places where they will obscure features from the restoration period.

Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of building material from the restoration period.

*Recommended**Not Recommended*

Cutting through features such as masonry walls in order to install air conditioning units.

The following **Restoration** work is highlighted to indicate that it involves the removal or alteration of existing historic interior spaces, features, and finishes that would be retained in *Preservation and Rehabilitation* treatments; and the replacement of missing interior spaces, features, and finishes from the restoration period using all new materials.

**Removing** or altering mechanical systems and features from other historic periods such as a later elevator or plumbing fixture.

Failing to remove a mechanical system or feature from another period, thus confusing the depiction of the historic interior's significance.

Documenting materials and features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored to facilitate future research.

Failing to document mechanical systems and features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

**Re-creating** a missing feature of the mechanical system that existed during the restoration period based on physical or documentary evidence; for example, duplicating a heating vent or gaslight fixture.

Constructing a mechanical system or feature that was part of the original design for the building but was never actually built; or, constructing a feature which was thought to have existed during the restoration period, but for which there is insufficient documentation.



43. N.C. Wyeth Studio, Chadds Ford, PA. In addition to the typical domestic spaces, historic furnished interiors also include work spaces. The restored studio of N.C. Wyeth shows the artist's view into the landscape, light source, tools, props, and other sources of inspiration.

**Accessibility Considerations, Energy Efficiency, and Health and Safety Code Considerations (see ill. 44)**

*Although the work in the following sections is quite often an important aspect of **Restoration** projects, it is usually not part of the overall process of preserving features from the restoration period (protection, stabilization, conservation, repair, and replacement); rather, such work is assessed for its potential negative impact on the building's historic appearance. For this reason, particular care must be taken not to obscure, alter, or damage features from the restoration period in the process of undertaking work to meet code and energy requirements.*

*Recommended*

*Not Recommended*

**Accessibility Considerations**

Identifying spaces, features, and finishes from the restoration period so that accessibility code required work will not result in their damage or loss.

Undertaking code-required alterations before identifying those spaces, features, or finishes from the restoration period which must be preserved.

Limiting the visual impact of safety code hardware such as exit signs and emergency lights.

Failing to take safety code hardware's visual impact into account and negatively affecting the appearance of the historic furnished interior.

Complying with barrier-free access requirements, in such a manner that spaces, features, and finishes from the restoration period are preserved.

Altering, damaging, or destroying features from the restoration period in attempting to comply with accessibility requirements.

Working with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

Making changes to interiors without first seeking expert advice from access and historic preservation specialists to determine solutions.

Providing barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

Making access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Finding solutions to meet accessibility requirements that minimize the impact on the historic building and interior such as compatible ramps and lifts.

Making modifications for accessibility without considering the impact on the historic building and interior.

*Recommended**Not Recommended***Energy Efficiency**

Retaining and using interior shutters and transoms from the restoration period for their inherent energy conserving functions.

Removing interior features from the restoration period which play a secondary energy-conserving role.

**Health and Safety Code Considerations**

Identifying spaces, features, and finishes from the restoration period so that code-required work will not result in their damage or loss.

Undertaking code-required alterations to a building or site before identifying those spaces, features, and finishes from the restoration period which must be preserved.

Complying with health and safety codes, including seismic code requirements, in such a manner that spaces, features, and finishes from the restoration period are preserved.

Altering, damaging, or destroying spaces, features, and finishes while making modifications to a building or site to comply with safety codes.

Removing toxic building materials only after thorough testing has been conducted and only after less invasive abatement methods have been shown to be inadequate.

Destroying interior features and finishes from the restoration period without careful testing and without considering less invasive abatement methods.

Providing workers with appropriate personal protective equipment for hazards found at the work site.

Removing hazardous building materials without regard to personal and environmental safety.

Working with local code officials to investigate systems, methods, or devices of equivalent or superior effectiveness and safety to those prescribed by code so that unnecessary alterations can be avoided.

Making changes to historic buildings without first exploring equivalent health and safety systems, methods, or devices that may be less damaging to spaces, features, and finishes from the restoration period.

Upgrading historic stairways and elevators from the restoration period to meet health and safety codes in a manner that assures their preservation, i.e., so that they are not damaged or obscured.

Damaging or obscuring stairways and elevators or altering adjacent spaces from the restoration period in the process of doing work to meet code requirements.

*Restoration*

*Recommended*

Installing sensitively designed fire suppression systems, such as sprinkler systems that result in retention of features and finishes from the restoration period.

Applying fire-retardant coatings such as intumescent paints which expand during fire to add thermal protection to steel.

Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent features and spaces from the restoration period.

*Not Recommended*

Covering wood features from the restoration period with fire-resistant sheathing which results in altering their visual appearance.

Using fire-retardant coatings if they damage or obscure features from the restoration period.

Altering the appearance of spaces, features, or finishes from the restoration period when adding a new code-required stairway or elevator.



44. Fairlawn Mansion, Superior, WI. Left to Right: Retractable Sprinkler Head in Ceiling, Wheelchair Ramp. The staff at Fairlawn Mansion achieved resource protection and visitor access goals through good planning and design. Retractable sprinkler heads are virtually unnoticeable to the visitor. The scale, materials, and design of the exterior wheelchair ramp provide access without detracting from the house's guest entrance.

# Standards for Reconstruction & Guidelines for Reconstructing Historic Furnished Interiors

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*When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, **Reconstruction** may be considered as a treatment. Prior to undertaking work, a documentation plan for **Reconstruction** should be developed.*

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45. Kitchen, Hermann-Grima Slave Quarters, New Orleans, LA. Reconstructed historic furnished interiors can appear within reconstructed buildings or surviving buildings. The reconstructed interior of the Hermann-Grima kitchen is in the extant historic slave quarters.

## Standards for Reconstruction

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**Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. As the reconstruction guidelines will make clear, the same philosophical approach can apply to both a historic furnished interior and an entire property.

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

## Introduction

Whereas the treatment Restoration provides guidance on restoring, or re-creating, individual interior features, the **Standards for Reconstruction and Guidelines for Reconstructing Historic Furnished Interiors** address those aspects of treatment necessary to re-create an entire non-surviving furnished interior with new materials. Much like Restoration, the goal in **Reconstruction** is to make the interior appear as it did at a particular—and most significant—time in its history. The difference is, in **Reconstruction**, there is far less extant historic material prior to treatment and, in some cases, nothing visible. Because of the potential for historical error in the absence of sound physical evidence, documentation requirements prior to and following work are very stringent. Measures should be taken to preserve extant historic surface and subsurface material. Also, the reconstructed furnished interior must be clearly identified as a contemporary re-creation.

The institution's overall mission should not be forgotten while planning for a reconstructed interior. It should be determined whether such an interior fits into the mission statement and whether the institution has the resources to commit to such a venture without neglecting existing cultural and natural resources. It is necessary to assess whether the institution has the resources to sustain a reconstructed interior. Or, does the mission allow for the use of alternative interpretive methods?

Reconstructed historic furnished interiors fall into two groups. The first group includes interiors that are re-created within reconstructed or largely

reconstructed historic buildings (see ill. 46). The second, and more common type, includes reconstructed interiors within preserved, rehabilitated, or restored historic structures (see ill. 45). The following Guidelines focus on the treatment of the character-defining features and materials that make up historic furnished interiors. Specific guidelines addressing reconstructed buildings can be found in *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*.



46. Captain's Cabin, *Friendship*, Derby Wharf, Salem, MA. This cabin aboard *Friendship*, a replica 1797 East Indiaman, is furnished with reproduction objects.

- **Research and Document Historical Significance**

**Reconstruction** treatment begins with **researching** and documenting the interior's historical significance to ascertain that its re-creation is essential to the public understanding of the property (see ill. 47). Justifying a reconstruction requires detailed physical and documentary evidence to minimize or eliminate conjecture and ensure that the reconstruction is as accurate as possible. Generally, reconstructed interiors depict one period of significance rather than an interior as it evolved over time (see ill. 48). If research does not provide adequate documentation for an accurate reconstruction, other interpretive methods should be considered.

- **Investigate Archeological Resources**

**Investigating** archeological resources is the next step in the treatment **Reconstruction**. The goal of physical research is to identify features that are essential to an accurate re-creation and must be reconstructed, while leaving undisturbed those archeological resources that are not essential. Information that is not relevant to the project should be preserved in place for future research. The archeological findings, together with archival documentation, are then used to replicate the plan of the building, spatial relationships, and the relationship and size of rooms, corridors, and other spaces.

Archeological evidence often yields important evidence regarding architectural features, materials, and spatial arrangement. It also provides important physical evidence about furnishings, particularly ceramic, glass, and metal objects.



47. Interior of House in Reconstructed 1627 English Village, Plymouth, MA. One of the most compelling reasons for reconstruction is that a significant historic resource no longer exists and it is difficult for the visitor to understand without a visual representation. In the case of Plimoth Plantation, a partial English village and one Wampanoag homesite were reconstructed complete with historically accurate landscape and interior furnishings. Costumed role-players interact with visitors to bring the English experience to life.

- **Identify, Protect, and Preserve Extant Historic Features**

Recommendations are given for **identifying, protecting, and preserving** extant features of the historic interior such as hardware, finishes, or light fixtures. It is never appropriate to base a **Reconstruction** upon conjectural designs. Thus, any remaining historic materials and features should be retained, when

practicable, and incorporated into the reconstruction.

Often site-associated furnishings survive in private ownership. Every effort should be made to acquire original furnishings. When acquisition is not possible, but the original furnishings are available for study, they should be used as the basis for reproductions or the acquisition of comparable period objects. The historic and new furnishings and materials should be carefully documented to guide future research and treatment.

- ***Reconstruct Non-surviving Interior Features***

After the research and documentation phases, guidance is given for reconstruction work itself. Interior architectural features and finishes are addressed in general, always emphasizing the need for an accurate depiction, i.e. careful duplication of the appearance of historic carving, composition work, paints, and finishes such as stenciling, marbling, and graining. Furnishings—both accurate reproductions and comparable period replacements—also must be assembled in an appropriate interior arrangement. In the absence of extant historic features and materials, the objective in **Reconstruction** is to recreate the appearance of the historic interior for interpretive purposes. Thus, while the use of traditional materials and finishes is always preferred, in some instances, substitute materials may be employed if they are able to convey the same visual appearance as the historic period (see ill. 49).

Where non-visible features of the interior are concerned—such as interior structural systems or mechanical systems—it is

expected that contemporary materials and technology will be employed. However, in the reproduction of furnishings, special care must be taken when employing non-historic materials and technologies. In most cases, it is difficult to replicate the qualities of the original work—notably feeling, design, workmanship, and materials—using non-traditional methods.



48. Parlor, McLean House, Appomattox Court House, VA. Like a restoration project, a reconstructed interior represents one most significant period of time in a building's history. Many restored and reconstructed interiors interpret a date range of up to twenty years. The parlor of the McLean House targets a specific day: 9 April 1865 when General Robert E. Lee surrendered to General Ulysses S. Grant. The installation is a combination of site-associated and reproduction objects and is based on documentary evidence.

- ***Interpret the Reconstructed Interior***

An integral component of **Reconstruction** is making clear to the visiting public that the interior is accurate, if not authentic; it is a portrayal of the past for interpretive purposes. Thus, the **Standards for Reconstruction** express the need to identify the treatment through signs, markers, or other interpretive tools. Often, a brochure explaining the interior's history will note its disappearance and subsequent reconstruction—and interpreters also should offer background

information so that visitors understand what they are viewing.

- ***Accessibility Considerations, Energy Efficiency, and Health and Safety Code Considerations***

Code requirements must also be met in **Reconstruction** projects. For code purposes, a reconstructed building may be considered as essentially *new* construction. Guidance for these sections is thus abbreviated, and focuses on achieving design solutions that do not destroy extant historic features and materials or obscure reconstructed features.



49. Arsenal, Fort Christiansvaern, Christiansted, Virgin Islands. When appropriate, using alternative materials in reproduction objects can lengthen their lifespan on exhibit. NPS staff recommended coating the metal components of the reproduction firearms at Fort Christiansvaern with copper to slow corrosion due to high humidity.

## Character-defining Elements of the Historic Furnished Interior

### *Interior Spaces*

#### *Recommended*

**Reconstructing** a historic floor plan or interior spaces, including the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves.

#### *Not Recommended*

Altering the documented historic floor plan or relocating an important interior feature such as a staircase so that the historic relationship between the feature and space is inaccurately depicted.

### *Interior Design*

#### *Recommended*

**Reconstructing** an interior design based on extant documentary evidence including photographs, room-by-room inventories, prints, and period descriptions.

#### *Not Recommended*

Failing to arrange furnishings in an appropriate manner, thus presenting an inaccurate interior design.

50. Ladies Parlor, Fordyce Bathhouse, Hot Springs, AR. Successful reconstruction projects are based on sound evidence. The reconstructed interior at Fordyce Bathhouse was based on extant objects, physical evidence, documentary evidence, and photographs.



## Character-defining Features of the Historic Furnished Interior

### *Interior Architectural Features and Finishes*

#### *Recommended*

**Researching and documenting** the property's historical significance, taking into consideration the availability of documentary, pictorial, and physical evidence needed to justify reconstruction of the non-surviving interior.

Choosing a specific reconstruction period, the period of the site's greatest significance, based on adequate research and evidence.

**Investigating archeological resources** to identify and evaluate those features and artifacts which are essential to the design and plan of the interior.

Minimizing disturbance of terrain to reduce the possibility of destroying archeological resources.

#### *Not Recommended*

Undertaking a reconstruction based on insufficient research or inadequate evidence, so that, as a result, a historically inaccurate interior is created.

Reconstructing a furnished interior unnecessarily when an existing interior adequately reflects or explains the history of the property and/or historical event, or has the same associative value.

Executing a design for an interior that was never constructed historically.

Failing to choose a reconstruction period and causing a confusing depiction of the interior's significance.

Choosing a reconstruction period without adequate research or evidence.

Choosing a reconstruction period solely on the basis of perceived interpretive needs, management needs, or political pressure.

Failing to identify and evaluate archeological evidence prior to reconstruction, or destroying extant historical information not relevant to the reconstruction but which should be preserved in place.

Introducing heavy machinery or equipment into areas where it may disturb archeological resources.

*Recommended***Identifying, protecting, and preserving**

extant historic architectural features of the building such as the remnants of a foundation, chimney, light fixtures, or hardware. When practicable, incorporate extant features into the reconstruction.

**Reconstructing** the appearance of the visible features of the historic structural system, such as post-and-beam systems, trusses, summer beams, vigas, cast-iron columns, above-grade stone foundations, or loadbearing brick or stone walls. Substitute materials may be used for unexposed structural features if they were not important to the historic significance of the building.

Duplicating the documented historic appearance of the building's interior features and finishes, including columns, cornices, baseboards, fireplaces and mantels, paneling, light fixtures, hardware, and flooring; wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accented interior features and provided color, texture, and patterning to walls, floors, and ceilings.

**Interpreting** the interior as a reconstruction for the visiting public. A variety of interpretive methods can be used including guided tours, brochures, or signage.

*Not Recommended*

Beginning reconstruction work without first conducting a detailed site investigation to physically substantiate the documentary evidence.

Basing a reconstruction on conjectural designs or the availability of different features from other historic buildings.

Changing the documented appearance of visible features of the structural system.

Altering the documented appearance of interior features and finishes so that, as a result, an inaccurate depiction of the historic building is created. For example, moving a feature from one area of a room to another; or changing the type or color of the finish.

Failing to identify and interpret the historic furnished interior as a reconstruction.

**A Block Cell**  
Each A Block cell was constructed when the Bureau of Prisons took over the prison in 1954 and still retain their original cell doors and beds. A Block is not currently open to visitors, but the block and the furnished cell could be incorporated into a range-finding program.

Plans shall identify determine the most appropriate cell on the first floor of A Block for historic furnishings reconstruction. If available, an original size and report from A Block should be installed in the furnished cell, along with the pack list from the block. If original planning drawings are unavailable, they should be reproduced.

Furniture analysis is recommended to determine historic paint colors and application patterns. The cell and beds should be repainted based on these findings and no variances shown in figures C2 and C3.

Item	Reference	Recommendation
Beach, 27" x 31" (one one attached to cell with chain described on wall)	Figure C2, C3, C4 Similar beach markers at the prison at Alcatraz Island	If available, install original according to original evidence. If original mark is not located, reproduce.
Bedroom - mattress from the block	Figure C3, CA, ES, 500, 089 Population and Information for the United States, Department of Commerce, Planning, California, July 1, 1959, or SOMA Park Architects, Riverside, September, July 1, 1959	Reproduce.
Bed, public (color - see material)	Figure C2E, DMR, ES, C3	Acquire.
Bedroom, four, grey (bedroom or one of beds listed in cell list)	Figure C2E, 500, C3, C4 Architects, July 1, 1959	Acquire.
Pillow case pillow (one, white cotton top and of hand toward to cell door)	Figure C2E, 500, C3 Architects, July 1, 1959 in blue "one pillow case"	Acquire.
Shower, porcelain (color - see)	Figure C2, C3 Architects, July 1, 1959	Acquire.
Shelf, wood, mounted to wall cell, with rack to store mail (one in cell, three in cell)	Figure C1, C2, C3, C4	Fabricate and install according to physical evidence, if any.
Shower, toilet, inc. (hangings from block)	Figure C2, C4, C5 Shows are shown listed on staff in Figure C1 Architects, July 1, 1959	Acquire.
Showering Towels Toilet Shower (bedroom and stored on wall side of cell)	Figure C1, C4, C5 Architects, July 1, 1959	Install lighting that provides would not be disrupting while in cell-house Reproduce.
Wash basins (on shelf)	Figure C1	Acquire.
Wash and brush (on shelf)	Figure C1, C4 Architects, July 1, 1959	Acquire.
Cap and release (on shelf)	Figure C1 (one in cell, C2, C4 Architects, July 1, 1959)	Acquire.
Wash brush and tooth powder (on cell shelf)	Figure C1, C2, C4 Architects, July 1, 1959	Acquire.

51. Page from *Alcatraz Island, Main Prison Building Furnishings Plan*, San Francisco, CA. A good furnishings plan includes adequate detail regarding objects, object locations, historical evidence, and recommendations for installation and, when necessary, acquisition.

**Furnishings**

*Recommended*

**Researching and documenting** the property’s furnishings focusing first on evidence that is geographically and temporally relevant to the site’s period of significance, then using increasingly broader evidence. Compiling this evidence into a Historic Furnishings Report that includes an overview of the site’s history, evidence of furnishings, and an item-by-item list of objects to be displayed in specific locations (see ill. 51). Documentary evidence to consider includes inventories, oral histories, wills, insurance policies, and visual records (photos, drawings, etc.). Physical evidence includes the structure (hardware scars, lighting, heating, and plumbing) and surviving site-associated objects (original upholstery, room color schemes, furniture placement, makers’ marks, location of industrial equipment, etc.).

*Not Recommended*

Undertaking a reconstruction based on insufficient research or inadequate evidence, so that, as a result, a historically inaccurate interior is created.

*Recommended*

Documenting change, including decision-making processes, decisions made, and actual work undertaken.

**Investigating archeological resources** for evidence of original activities at an industrial or commercial site, as well as evidence for furnishings (ceramics, glass, and metals) (see ill. 52). Site-associated archeological resources are critical to a reconstruction because they may provide the only site-associated evidence for furnishings.

Minimizing disturbance of terrain to reduce the possibility of destroying archeological resources.

**Identifying, protecting, and preserving** any extant site-associated furnishings from the period of reconstruction, or portions thereof.

Identifying, protecting, and preserving any extant site-associated furnishings outside the period of reconstruction, or portions thereof. Storing all such furnishings in preservation-quality storage.

Identifying site-associated objects located in the collections of other institutions or private individuals. Acquiring these objects or using them as models for reconstructed furnishings.

**Reconstructing** historic furnishings to the same period as the historic building, interior architectural features, and finishes.

*Not Recommended*

Leaving no written record of alternative treatment options considered and why **Reconstruction** was selected as the preferred option. Failing to adequately document actual work undertaken.

Failing to identify and evaluate archeological evidence prior to reconstruction, or destroying extant historical information not relevant to the reconstruction but which should be preserved in place.

Introducing heavy machinery or equipment into areas where it may disturb archeological resources.

Failing to identify or disposing of extant furnishings from the period of reconstruction, or portions thereof.

Failing to identify or disposing of any extant site-associated furnishings outside the period of reconstruction, or portions thereof.

Failing to identify or ignoring site-associated objects located in other collections.

Reconstructing the historic furnishings to a different period from the historic building, interior architectural features, and finishes so that the overall display is historically inaccurate.

*Recommended*

Reconstructing an interior in totality including all types (furniture, textiles, metals, etc.) and aspects (form, color, style, materials, etc.) of furnishings.

Reconstructing a missing furnishing from the reconstruction period based on physical or documentary evidence.

Replacing in kind an entire furnishing that is too deteriorated to conserve or too fragile to remain on exhibit using the physical evidence or documentary evidence (photographs, fabric samples, carpet fragments, detailed sales invoices, etc.) as models for the purchase of a comparable period replacement.

Considering the overall consistent appearance of the historic furnished interior in terms of age, wear, and cleanliness. Re-created objects should fit comfortably into the context.

***Interpreting*** the interior as a reconstruction for the visiting public. A variety of interpretive methods can be used including guided tours, brochures, or signage.

*Not Recommended*

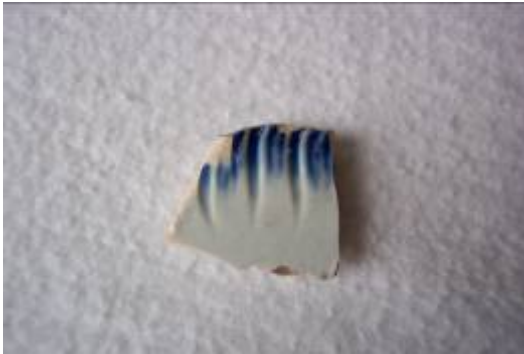
Reconstructing an incomplete interior.

Creating a furnishing that may have existed during the reconstruction period, but for which there is insufficient documentation.

Failing to replace a character-defining furnishing that due to cost cannot be conserved or reproduced with a comparable period replacement.

Failing to consider the overall consistent appearance of the historic furnished interior so that the exhibit is historically inaccurate. Re-created objects stand out from the context.

Failing to identify and interpret the historic furnished interior as a reconstruction.



52. Conner House, Fishers, IN. Left to Right: Blue Edgeware Shard, Detail of Dining Room/Sitting Room. Archeological finds can provide a wealth of information regarding the former contents of a historic house. They are most helpful for materials that survive well in the soil such as ceramics, metalware, and bones. However, fortunate survivals of less durable materials such as leather and textiles also occur. Conner Prairie Museum has both extant blue edgeware ceramic objects and archeological evidence to support its display of ceramics at the Conner House.



### *Mechanical Systems*

#### *Recommended*

Installing modern mechanical systems in the least obtrusive way possible, while meeting user needs.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

#### *Not Recommended*

Altering the historic plan or the re-created appearance unnecessarily when installing modern mechanical systems.

Installing vertical runs of ducts, pipes, and cables in places where they will intrude upon the historic depiction of the building.

## Accessibility Considerations, Energy Efficiency, and Health and Safety Code Considerations

*Whereas preservation, rehabilitation, and restoration treatments usually necessitate retrofitting to meet code and energy requirements, in this treatment it is assumed that the reconstructed building will be essentially new construction. Thus, only minimal guidance is provided in the following section, although the work must still be assessed for its potential negative impact on the reconstructed building's appearance.*

<i>Recommended</i>	<i>Not Recommended</i>
<b>Accessibility Considerations</b>	
Taking accessibility requirements into consideration early in the planning stage so that barrier-free access can be provided in a way that is compatible with the reconstruction.	Obscuring or damaging the appearance of the reconstructed interior in the process of providing barrier-free access.
<b>Energy Efficiency</b>	
Utilizing the inherent energy conserving features of windows and blinds, porches, and double vestibule entrances in a reconstruction project.	Using windows and shading devices that are inappropriate to the reconstruction.  Installing new thermal sash with false muntins instead of using sash that is appropriate to the reconstruction.
<b>Health and Safety Code Considerations</b>	
Considering health and safety code requirements, such as the installation of fire suppression systems, early in the planning stage of the project so that the work is compatible with the reconstruction.	Meeting health and safety requirements without considering their visual impact on the reconstructed interior.



53. Study, Bishop White House, Philadelphia, PA. Left to Right: 1836 Painting by John Sartain and Current View. The reconstructed interior of Bishop White's study is based on a period painting depicting the room. This remarkable resource illustrates visual details regarding the arrangement of furniture and smalls that would have been lost in even the most exacting inventory.

# Sources of Further Information

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Due to the ephemeral nature of specific website addresses, general web addresses are provided for on-line resources. Type key words into the sites' search features to locate specific documents.

*The American Institute for Conservation of Historic & Artistic Works (AIC) Code of Ethics.* Available on website [www.aic.stanford.edu](http://www.aic.stanford.edu).

Birnbaum, Charles A. and Christine Capella Peters, Eds. *The Secretary of the Interior's Standards for the Treatment of Cultural Landscapes.* Washington, DC: U.S. Department of the Interior, National Park Service, Cultural Resource Stewardship and Partnerships, Heritage Preservation Services, Historic Landscape Initiative, 1996.

National Park Service *Museum Handbook.* Available on website [www.cr.nps.gov](http://www.cr.nps.gov).

National Park Service *Conservation O Gram Series.* Available on website [www.cr.nps.gov](http://www.cr.nps.gov).

National Register Bulletins. Available on website [www.cr.nps.gov](http://www.cr.nps.gov).

15. How to Apply the National Register Criteria for Evaluation

16A. How to Complete the National Register Registration Form

Regional Alliance for Preservation (RAP). Website [www.preservecollections.org](http://www.preservecollections.org) includes nonprofit conservation labs, training opportunities, collections care bibliography, and on-line collections care technical literature.

*The Secretary of the Interior's Standards for the Treatment of Historic Properties (1995).* Codified as 36 CFR 68. Available on website [www.cr.nps.gov](http://www.cr.nps.gov).

Weeks, Kay D. and Anne E. Grimmer. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.* Washington, DC: U.S. Department of the Interior, National Park Service, Cultural Resource Stewardship and Partnerships, Heritage Preservation Services, 1995. Available on website [www.cr.nps.gov](http://www.cr.nps.gov).

**Northeast Museum Services Center,  
National Park Service, U.S. Department of the Interior  
with  
Mid-Atlantic Association of Museums  
New York State Office of Parks, Recreation and Historic Preservation  
Pennsylvania Historical and Museum Commission**