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BSI Standards Publication

# Conservation of cultural property — Condition survey and report of built cultural heritage

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**National foreword**

This British Standard is the UK implementation of EN 16096:2012.

The UK participation in its preparation was entrusted to Technical Committee B/560, Conservation of tangible cultural heritage.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.



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EUROPEAN STANDARD

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English Version

# Conservation of cultural property - Condition survey and report of built cultural heritage

Conservation des biens culturels - Évaluation et rapport sur l'état du patrimoine culturel bâti

Erhaltung des kulturellen Erbes - Zustandserhebung und Bericht für das gebaute Kulturerbe

This European Standard was approved by CEN on 23 June 2012.

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COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

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# Foreword

This document (EN 16096:2012) has been prepared by Technical Committee CEN/TC 346 “Conservation of cultural property”, the secretariat of which is held by UNI.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by February 2013, and conflicting national standards shall be withdrawn at the latest by February 2013.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

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# Introduction

Knowledge and understanding of the material evidence of built cultural heritage and the information on its current state is important as it helps to specify measures necessary to preserve structures in an appropriate condition and ensure that the maintenance required to keep them at this level is well defined. Built cultural heritage in this document refers to standing structures which have an architectural, cultural or historical value.

A condition survey is a management tool. This condition survey of structures and materials is the first step in a process to develop plans and measures needed to keep built cultural heritage in a stable well-maintained condition. It acts as the basis for recommending preventive conservation, maintenance and immediate repairs and for a more detailed planning and consideration for further measures or studies. When damage is detected and the causes are not evident, it will be necessary to carry out a more detailed investigation or diagnosis outside the remit of this standard in order to execute further remedial measures of an appropriate quality.

Preventive conservation, regular condition surveys and maintenance is the best way to conserve and maintain the significance of built cultural heritage, while ensuring that its authenticity and integrity are retained.

A combination of scientific, architectural, historic, structural and cultural knowledge and conservation experience of built cultural heritage is advisable in order to execute this survey.

This European Standard is for use by the surveyor as requested by the end-user. The results are for use by the owner and/or the manager of the built cultural heritage. This does not preclude that the owner/manager may use this standard as a guide for assessing the condition.

This European Standard has been prepared taking into account European and International conventions, charters, declarations and guidelines. References are given in the Bibliography.

For the purposes of data management it is advisable to have a digital system.

For decorative elements integrated into the building (e.g. stained glass, mural paintings etc.) the condition survey may be extended by a condition report in accordance with EN 16095. Other standards for assessing the condition of built structures should be considered.

# 1 Scope

This European Standard provides guidelines for a condition survey of built cultural heritage. It states how the condition of the built cultural heritage should be assessed, documented, recorded and reported on.

It encompasses evaluation of the condition of a building or other structure mainly by visual observation, together – when necessary – with simple measurements. The relevant data and documentation on the built cultural heritage should be collected and included in the report.

This European Standard can be applied to all built cultural heritage such as buildings, ruins, bridges and other standing structures. Built cultural heritage comprises both protected and non-protected significant buildings and structures. Archaeological sites and cultural landscapes are not dealt with in this standard.

This European Standard does not specify how to carry out a diagnosis (3.7) of the built cultural heritage. For listed/protected immovable heritage, specific national rules for expert documentation and works may apply.

This European Standard may be applied in order to:

a) identify maintenance measures and the need for further investigation and diagnostics of damage;

b) define procurement needs and the requirement for detailed specification;

c) provide a unified method to obtain comparative data, when carrying out a condition survey for a group of buildings or a region.

# 2 Normative references

Not applicable.

# 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

**3.1**
**condition**
physical state of an object at a particular time

Note 1 to entry: Assessment of the state of an object depends on the context and thus on the reason why the assessment is being made.

[SOURCE: EN 15898:2011]

**3.2**
**condition class**
categorisation of the condition

**3.3**
**condition report**
record of condition for a specific purpose, dated and authored

Note 1 to entry: A condition report normally results from a condition survey.

[SOURCE: EN 15898:2011]

**3.4**
**condition survey**
inspection to assess condition

[SOURCE: EN 15898:2011]

**3.5**
**cultural heritage**
tangible and intangible entities of significance to present and future generations

[SOURCE: EN 15898:2011]

**3.6**
**damage**
alteration that reduces significance or stability

Note 1 to entry: Stability can be physical, chemical, biological etc.

Note 2 to entry: Although damage has negative connotations, it may sometimes be viewed as broadening significance.

[SOURCE: EN 15898:2011]

**3.7**
**diagnosis**
process of identifying the present condition of an object and determining the nature and causes of any change, as well as the conclusions drawn

Note 1 to entry: Diagnosis is based on observation, investigation and historical analysis etc.

[SOURCE: EN 15898:2011]

**3.8**
**investigation**
gathering of all information necessary for a conservation decision making process

Note 1 to entry: This should include both qualitative and quantitative information.

Note 2 to entry: Investigation is frequently invasive, entailing opening up floors or roofs, the making of holes for fibre-optics, taking samples, etc., and may be locally destructive, as is archaeological excavation. Non-invasive methods include inspection, photogrammetry, remote sensing, the study of documentary and/or oral sources etc.

[SOURCE: EN 15898:2011]

**3.9**
**maintenance**
periodic preventive conservation actions aimed at sustaining an object in an appropriate condition to retain its significance

[SOURCE: EN 15898:2011]

**3.10**
**object**
single manifestation of tangible cultural heritage

Note 1 to entry: The term “object” is used for cultural heritage, both immovable and movable. In specific professional contexts, other terms are used: e.g. "artefact", “cultural property", “item”, “ensemble”, “site”, ”building”, "fabric”.

[SOURCE: EN 15898:2011]

**3.11**
**preventive conservation**
measures and actions aimed at avoiding or minimizing future damage, deterioration and loss and, consequently, any invasive intervention

[SOURCE: EN 15898:2011]

**3.12**
**repair**
actions applied to an object or part of it to recover its functionality and/or its appearance

[SOURCE: EN 15898:2011]

**3.13**
**symptom**
indicator of change in condition

# 4 Condition survey

## 4.1 Objectives

The purpose of the survey is to assess, document and record the condition of built cultural heritage. The condition survey encompasses planning (4.2), property and cultural heritage information (4.3), recording the condition (4.4), making risk assessment and recommendations (4.5), documenting the summary (4.6) and condition report (4.7).

## 4.2 Planning

### 4.2.1 Preparation

Before the survey of the built cultural heritage, the scope, the need for resources, the equipment and the format for recording (see Annex A) to be used, shall be clearly defined. The person(s) or institution who has commissioned the condition survey shall be identified in the report.

Information on the property and the built cultural heritage shall be obtained during the planning stage. This shall form the basis for the condition survey.

For large or complex sites consisting of multiple structures, the surveyor shall clearly define the structure(s) which are included in the survey. A system for identifying and locating the individual objects shall be included.

When surveying a ruin, the purpose is to maintain it in its ruined state. This should be confirmed by the involved parties.

The involved parties, natural persons or legal entities, shall be informed of the condition survey and the necessary permits for access to the entire built cultural heritage shall be obtained.

Measures to guarantee the safety of the surveyor during inspection shall be specified.

### 4.2.2 Qualifications of survey personnel

Condition surveys on built cultural heritage should be performed by professionals. The surveyor(s) should have knowledge of traditional materials, construction techniques and decay processes.

For larger and more complex surveys extended across various fields, interdisciplinary cooperation is necessary for a condition survey.

NOTE In certain countries, specific accreditation schemes might exist which define the professional qualifications for the surveyor(s).

## 4.3 Property and cultural heritage information

### 4.3.1 General

Information on the built cultural heritage, including legal information, shall be obtained. For regular inspections, it is appropriate to update the data from the previous inspection.

NOTE Information can be obtained, for example, from the national cadastre/land registers, cultural heritage databases, cultural heritage administration, building authorities, the owner(s), and from the records of earlier work provided by relevant professionals.

### 4.3.2 Object information

Object information comprises:

a) identification of the object (number, name, location, address, etc.; provide reference if the identification number is taken from an official/statutory documentation);

b) geographic identification (municipality, county region, GIS reference etc.);

c) name and address of owner(s) and person in charge of the object;

d) protection status; including legislative information, statements of significance, etc., where such exist.

### 4.3.3 Object description

An object description is comprised of:

a) short general description of architectural and structural type;

EXAMPLE Three storey brick building from around 1900, rendered, saddle roof with roofing tiles.

b) list of the components with a short description (construction, constituent materials and finishes). If the construction/material is not identified, this should be noted and a general description of the visual appearance should be made. It should be agreed in advance which components are the subject of the condition survey. Suggested relevant building components are listed in A.5. The surveyor should adjust the form given in A.5 as required;

c) information about local environmental, climatic and geological conditions of the area, interactions with adjacent objects (buildings) and any other external influences.

### 4.3.4 Sources and management information

The following management information should be assessed, if available:

a) historic source material from archives, including pictures and photographs;

b) cadastre/land registers;

c) information from cultural heritage databases and administration;

d) original drawings, drawings showing later additions, changes and the sequence of development;

e) earlier inventories, conservation plans, technical information and condition reports;

f) summaries of conservation and maintenance performed;

g) summaries of functional and structural changes;

h) inspection reports and orders/injunctions/instructions from national or regional authorities;

i) services documentation (fire, electrical wiring, etc.).

The surveyor should describe how the documentation was acquired and list the documentation assessed.

## 4.4 Recording the condition

### 4.4.1 General

The condition survey consists of observation, investigation and recording during inspection. An assessment of whether the survey level is adequate or not shall be made during this process. If the condition survey uncovers a need for more extensive information, this shall be documented as a recommendation in the condition report.

Inspection of condition should avoid destructive measures. If it is necessary to remove loose components (mouldings, panels, etc.) in order to expose possible hidden damage, such actions should only be carried out in agreement with the owner and where this is approved and required by regulations or competent authorities and in consultation with other relevant experts.

For buildings, all rooms, spaces and cavities should also be inspected. Any access problems or consequential safety risks should be noted in the report. Any condition beyond normal wear and tear shall be recorded. The condition of a building component in condition classes 2 and 3 shall be documented and specified as appropriate in drawings, sketches and/or photographs.

An example of a template for condition survey of buildings is given in informative Annex A.

### 4.4.2 General information

The following general information shall be recorded:

a) person(s) who has performed the survey, position and qualifications;

b) the name of the client/commissioner;

c) time used to complete the survey *in situ* and tools and methodologies used;

d) specification of any use of scaffolding, ladders, lifts or other aids;

e) contact persons for the inspection;

f) person(s) present during the inspection;

g) date of the inspection and date of the report;

h) weather conditions during inspection, e.g. rain/sun/cloudy, temperature, air condition;

i) inaccessibility of parts of the object, if relevant;

j) reliability of collected data (not available, incomplete or exhaustive);

k) photographic documentation of the inspection.

#### 4.4.3 Description of the condition

The following shall be recorded for each component:

a) description in the form of a short text of the condition, the symptoms, the type and extent of any damage;

b) condition of a component at the interface with another component including details of the connection.

#### 4.4.4 Condition classification

For each component a condition class shall be stated. The condition classification shall be based on an overall assessment of all the relevant symptoms. Four condition classes shall be used (see Table 1). For an overall classification, see 4.6.2.

**Table 1 — Condition classification of components**

| Condition class (CC) | Symptoms |
|---|---|
| CC 0 | No symptoms |
| CC 1 | Minor symptoms |
| CC 2 | Moderately strong symptoms |
| CC 3 | Major symptoms |

EXAMPLE For building structures this may imply (not applicable for decorative elements):

a) Condition class 1: Paint is worn, moss on roof tiles and a few broken roof tiles;

b) Condition class 2: Localised damage caused by minor wet rot infestation in panel boards requiring improvement and partial replacement;

c) Condition class 3: Leaking roof with consequent damage and major damage caused by fungal or rot infestation.

NOTE Apparently minor symptoms may hide unforeseen damages. CC 3 also encompasses structure collapse and total functional failures.

When grading the condition for a group of components, the grade shall correspond to the most damaged part(s).

The methodology for classifying the condition should be made explicit, e.g. personal judgement or external literature. Reference sources shall be stated.

### 4.5 Risk assessment and recommendations

#### 4.5.1 Risk assessment

A risk assessment for each component (or collectively for multiple components exhibiting similar symptoms) shall be performed.

This risk assessment shall consider:

a) probable cause(s) and trigger(s) of the recorded condition;

b) external actions affecting the component(s) and components assessed as probable cause(s) of damage;

c) expected variations in external actions;

d) probable consequence(s) due to the recorded condition;

EXAMPLE Potential loss of historical material, consequential damage, impact on safety (bearing capacity, fire safety, seismic vulnerability, etc.).

e) probability that, or the speed at which, the consequence and further deterioration will occur;

f) need for additional investigations;

g) probability that further investigation will reveal hidden damage and the consequence of this damage if found;

h) probable effect on and for historic significance;

i) relationships between the component(s) and other elements;

j) other external and environmental factors which may significantly affect conditions and their probability (flood, fire, seismic activity, landslide etc.);

k) urgency of measures.

The risk assessment shall include a survey of technical installations that could cause damage, such as electricity, gas, fireplaces, water, and other risk critical installations. Such installations should be documented, taking into account regulations in force.

The urgencies expressed through the risk analysis shall be graded into categories of urgency (see Table 2).

**Table 2 — Urgency risk classification**

| Urgency class (UC) | Urgency |
|---|---|
| UC 0 | Long term |
| UC 1 | Intermediate term |
| UC 2 | Short term |
| UC 3 | Urgent and immediate |

### 4.5.2 Recommendations

For each component, where appropriate, measures shall be recommended based on its condition and on risk assessment.

Maintenance, preventive measures and simple repair can be recommended by using this standard. Other interventions cannot be recommended based on this condition survey alone.

When major damage is noticed, further investigation should be recommended. Carrying out such investigation is outside the remit of this standard. Any further investigation may require a holistic approach considering the built structure as a whole rather than the assessment of individual components.

Any recorded conditions requiring measures to be taken should be included in a prioritised list of recommendations for action, based on urgency classes (see Table 2).

Any need for professional advice either to inform or refine the survey, or to carry out further investigations before any work is undertaken, e.g. by archaeologists, architects, building historians, conservators, engineers or surveyors, conservation scientist, shall be stated.

Any need for special materials or craft skills shall be stated.

If agreed upon, a cost estimate and a recommended time schedule for the execution of the individual measures or groups of measures should be provided.

## 4.6 Summary

### 4.6.1 General

The following elements are mandatory parts of the summary and shall be clearly stated:

a) a brief description of the condition of the built cultural heritage;

b) an overall recommended class (see 4.6.2);

c) urgent measures, where relevant;

d) further recommended measures, where relevant;

e) any need for further investigation(s).

Other elements may also be incorporated in the summary.

### 4.6.2 The overall recommendation grading

An overall recommendation class for the built cultural heritage as a whole shall be specified based on the risk assessment and recommended measures of all the components, using Table 3. The overall recommendation class should be specified by evaluating each component, its condition and risk.

**Table 3 — Overall classification**

| Recommendation class (RC) | Possible measures |
|---|---|
| RC 0 | No measures |
| RC 1 | Maintenance/Preventive conservation |
| RC 2 | Moderate repair and/or further investigation |
| RC 3 | Major intervention based on diagnosis |

Some building components are more critical to the overall classification than others. Critical components are, for example, structural and load bearing elements, the roof and other building components that act as the "climate shell" of the building. These components shall have a high importance in the assessment of the overall recommendation grade. Similarly, some building components will have a higher significance or value than others and this will also influence their weighting in the assessment of the overall condition. Some specific observed damage will have a greater importance than others, for example dry rot infestation or damage caused by the movement of foundations.

## 4.7 Condition report

A clear and concise condition report shall be prepared. The report shall be divided into the following main sections:

a) property and cultural heritage information (4.3);

b) condition recorded (4.4);

c) risk assessment and recommendations (4.5);

d) summary (4.6);

e) photographic, graphical and other documentation.

Overview pictures of the built cultural heritage from different angles shall be included. The condition should be documented in the form of photographs or sketches.

Any deviations from the requirements of this standard shall be stated specifically in the report.

For guidance purposes, a template which combines registration and reporting is included in informative Annex A.

# Annex A
(informative)

# Example of reporting form

## A.1 General

The user is free to modify the forms given in this annex.

For the purposes of data management, it is advisable to have a digital system.

## A.2 Object information

See 4.3.2.

| **Identification of the object** |
|---|
| 1) Identification number (and reference) |
| 2) Name of the object (if any) |
| 3) Location and property address |
| 4) Geographic identification (municipality, county region, GIS reference, etc.) |
| 5) Land number, title number and any lease number |
| 6) Object category (civil building, church, palace, tower, bridge, etc.) |
| 7) Date, year or period of construction or construction phases and major modifications |
| 8) Original function and any other historical functions |
| 9) Current function (mention if open or closed to the public) |
| 10) Name and address of owner(s) |

| **Protection information:** |
|---|
| 11) What is protected (area/building/façade/component) |
| 12) Protection Act and section or article of the Act |
| 13) Protection date |
| 14) Statements of significance |

| **For buildings:** |
|---|
| 15) Number of floors |
| 16) Height of the building |
| 17) Ground area of the building |
| 18) Other important characteristics of the building |

## A.3 Sources and management information

See 4.3.4.

| |
|---|
| Historic source material from archives, including pictures and photographs |
| Original drawings, drawings showing later additions, changes and the sequence of development |
| Earlier inventories, conservation plans, technical information and condition reports |
| Summaries of conservation and maintenance performed |
| Summaries of functional and structural changes |
| Inspection reports and orders/injunctions/instructions from national or regional authorities and services (fire, electrical wiring, etc.) |

## A.4 General information for the condition survey

See 4.4.2.

| |
|---|
| Person(s) who has performed the survey, position and qualifications |
| Time used to complete the survey *in situ* and tools and methodologies used |
| Specification of any use of scaffolding, ladders, lifts or other aids |
| Contact persons for the inspection |
| Person(s) present during the inspection |
| Date of the inspection |
| Weather conditions during inspection, e.g. rain/sun/cloudy, temperature, air condition |
| Inaccessibility of parts of the object, if relevant |
| Reliability of collected data (not available, incomplete or exhaustive) |
| Photographic documentation of the inspection |

## A.5 Building components and condition

| Id. Number | Name of the object | Inspection date/revised |
|---|---|---|
| Registered by | Persons present during the inspection | Weather conditions during survey |

| Building components | Component description (materials, construction and location) | Condition | | Risk assessment and recommendation | | |
|---|---|---|---|---|---|---|
| | | Condition description | CC | Probable causes/ consequences | Recommended measures | UC |
| **STRUCTURES** | | | | | | |
| Foundations | | | | | | |
| Walls (bearing/curtain) | | | | | | |
| Columns, pillars, pilaster | | | | | | |
| Arch/vaults/domes | | | | | | |
| Floors | | | | | | |
| Roof structure and covering | | | | | | |
| Steps, ramps | | | | | | |
| Others | | | | | | |

| Building components | Component description (materials, construction and location) | Condition | | Risk assessment and recommendation | | |
|---|---|---|---|---|---|---|
| | | Condition description | CC | Probable causes/ consequences | Recommended measures | UC |
| **ANCILLARY COMPONENTS** | | | | | | |
| Windows, doors, stained glasses | | | | | | |
| False ceiling | | | | | | |
| Turrets, chimneys, skylights, frame | | | | | | |
| Balconies, canopies, galleries, | | | | | | |
| Gutters and down-pipes | | | | | | |
| Grating, rail | | | | | | |
| Others | | | | | | |
| **SURFACES** | | | | | | |
| Plaster | | | | | | |
| Veneer | | | | | | |
| Finishes | | | | | | |
| Lining | | | | | | |
| Decorations | | | | | | |

| Building components | Component description (materials, construction and location) | Condition | | Risk assessment and recommendation | | |
|---|---|---|---|---|---|---|
| | | Condition description | CC | Probable causes/ consequences | Recommended measures | UC |
| Wall paintings, paintings, bas-relief, carvings, mosaics | | | | | | |
| Paving | | | | | | |
| Others | | | | | | |
| **INSTALLATIONS AND SERVICES** | | | | | | |
| Heating, type and strategy | | | | | | |
| Drainage/water | | | | | | |
| Sanitary/plumbing | | | | | | |
| Air conditioning, ventilation | | | | | | |
| Electrical | | | | | | |
| Fire (alarm and fire-fighting system) | | | | | | |
| Security systems | | | | | | |
| Fencing, gates | | | | | | |
| Others | | | | | | |
| **OUTDOOR STRUCTURES** | | | | | | |
| Roads, spaces | | | | | | |

| Building components | Component description (materials, construction and location) | Condition | | Risk assessment and recommendation | | |
|---|---|---|---|---|---|---|
| | | Condition description | CC | Probable causes/ consequences | Recommended measures | UC |
| Park, garden, courtyard | | | | | | |
| Other objects | | | | | | |
| Environmental conditions | | | | | | |

## A.6 Recommendation

See 4.5.2.

| Urgency class (UC) | Priority list of recommendations for action based on urgency classes | Time schedule | Estimated cost if agreed upon |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
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| |
|---|
| Any need for professional advice, either to inform or refine the survey, or to carry out further investigations before any work is undertaken, e.g. by archaeologists, architects, building historians, conservators, engineers or surveyors |
| Any need for special materials or craft skills |
| Deviations from this standard |
| Appendixes |

## A.7 Summary (reference to 4.6)

See 4.6.

| |
|---|
| Brief description of the condition of the built cultural heritage |
| The overall recommended class |
| Urgent measures where relevant |
| Further recommended measures where relevant |
| Any need for further investigation(s) |

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