



Window Assessment Evaluation Matrix

Architectural Review Board

715 Princess Anne Street, Fredericksburg, VA 22401 • (540) 372-1179 • ksschwartz@fredericksburgva.gov

If your application for a Certificate of Appropriateness includes the replacement of windows on an elevation visible from a public right-of-way, please complete this evaluation form and submit with your application. The evaluation is used to determine the need to replace existing windows based on their condition.

Demonstrated need is shown in the form of a window assessment. The assessment needs to correspond to numbered photos of each window to be replaced. Items such as window glazing, glass, or finishes (paint) are typically easily repairable and as such are not considered conditions that warrant window replacement. Lintel and sill conditions are structural issues and could warrant window replacement depending on severity. Repair of existing elements does not require a Certificate of Appropriateness or permit approval.

Property Address: _____

Instructions

Please make sure completed form is legible. Forms that are not legible will be returned and the review of the application could be put on hold. Using one line per window, evaluate each window proposed for replacement. Evaluate each window based on the overall condition and not just one component. For further information concerning the preservation of historic wood or metal windows, please refer to the *National Park Service Preservation Brief #9: The Repair of Historic Wooden Windows* and the *National Park Service Preservation Brief #13: The Repair and Thermal Upgrading of Historic Steel Windows*.

Frame and Sash Section Value Explanations

Repair Class 1: Window component needs only normal routine maintenance to upgrade a window to “like new” condition. This normally includes: some degree of interior and exterior paint removal, removal and repair of sash (including reglazing where necessary), simple repairs to the frame, weather stripping and reinstallation of the sash, and repainting. *If these types of repairs are required, enter the number 1 in the cell.*

Repair class 2: The window is operationally sound, but shows some additional degree of physical deterioration than repair type 1. Components can be repaired using simple processes, such as patching or consolidation, and then painted to achieve a sound condition, good appearance, and greatly extended life. *If these types of repairs are required, enter the number 2 in the cell.*

Repair class 3: Components are so badly deteriorated that they cannot be stabilized. Repair would involve replacing the deteriorated parts with new matching pieces, or splicing new wood into existing members. Most cases could involve removal of the sash and/or the affected parts of the frame and reproduction of damaged or missing parts by a carpenter or woodworking mill. *If these types of repairs are required, enter the number 3 in the cell.*

Name of Applicant/Representative: _____

Address: _____

E-Mail: _____

Phone: _____

Years of Experience in Historic Window Repair: _____

Window Assessment

Description of Window				General Information						Frame		Sash					Proposed Treatment	
Window #	Style	Width & Height	Material	Historic?	Paint Condition?	Square?	Operable?	Glazing Condition?	Weather-stripping?	Sill & Lintel	Jambs	Sash Only Replacement?	Bottom Rail	Rails & Stiles	Muntins	Meeting Rail	Total Value	Proposed Treatment
3a	Double-Hung 1:1	36"x78"	wood	Yes	Poor	Yes	No	Very Poor	No	2	2	No	3	1	1	1	10	Replace deteriorated bottom rail, use epoxy repair on rotten sill and jambs, repair glazing and add weather-stripping

EXAMPLE

*Reprint additional sheets as needed

Window Comparison—Single and Double-Hung

Architectural Review Board

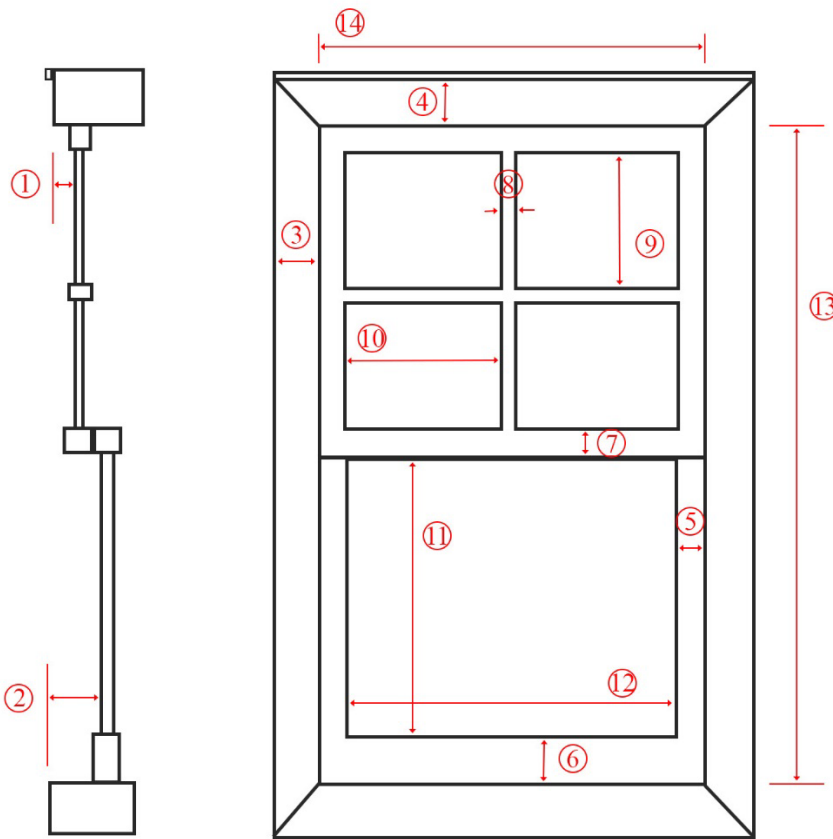
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Frame and Sash Comparison - Single and Double-Hung Windows

Instructions: To effectively evaluate replacement windows, it is important to understand how the physical characteristics of the existing and proposed windows compare. Please fill in each value, in inches. Feel free to notate any other measurements you feel are important to the replacement discussion.

Existing Frame and Sash Exterior Material _____

Proposed Frame and Sash Exterior Material _____

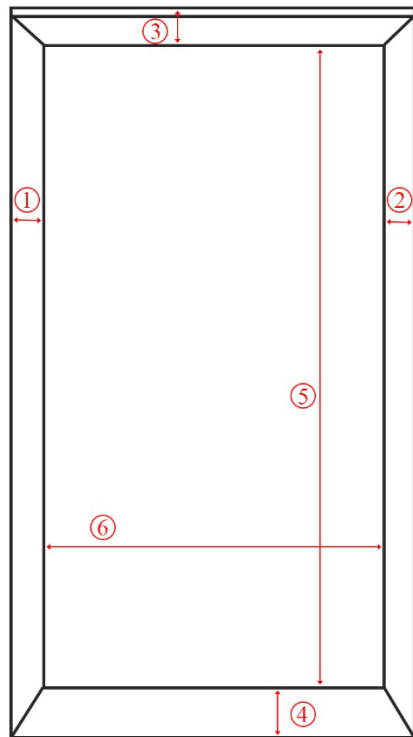


	Existing	Proposed
1. Upper Sash Depth/Shadow Profile (from exterior façade to glass)		
2. Lower Sash Depth/Shadow Profile (from exterior façade to glass)		
3. Side Trim Measurement		
4. Top/Bottom Trim Measurement		
5. Stile Width Measurement		
6. Bottom Rail Height Measurement		
7. Meeting Rail Height Measurement		
8. Muntin Width Measurement		
9. Glass Height Upper Sash		
10. Glass Width Upper Sash		
11. Glass Height Lower Sash		
12. Glass Width Lower Sash		
13. Overall Sash Height		
14. Overall Sash Width		

Window Comparison – Casement or Fixed Windows

Instructions: To effectively evaluate replacement windows, it is important to understand how the physical characteristics of the existing and proposed windows compare. Please fill in each value, in inches. Feel free to notate any other measurements you feel are important to the replacement discussion.

Existing

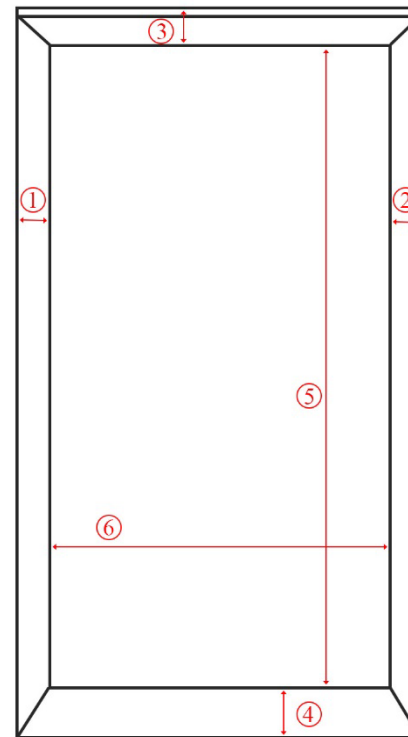


Window Location _____

Exterior Material _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Proposed



Window Location _____

Exterior Material _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____