Window Survey Form - Instructions

REQUIR	REQUIRED DOCUMENTS							
	Completed window survey form list to include <u>all</u> of the windows, often requiring multiple pages.							
	Photos or drawings of each side of the structure with all windows numbered to correspond with the "Window #" in the survey form list.							
	Close-up numbered photos showing all damage identified in the window survey form list.							
	Proposed replacement window product material and design.							

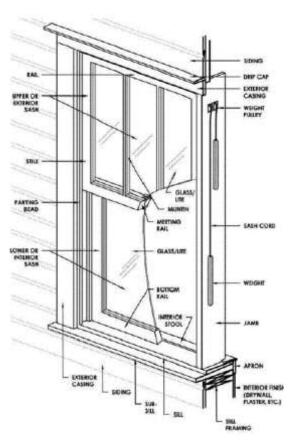
PROJECT INFORMATION	
Total Number of Window Openings	
Number of Historic Windows	
Number of Non-historic Windows	
Number of Windows Completely Missing	
Total Number of Windows to be Replaced	

Additional notes:

- Windows in pairs or groupings should be assigned separate numbers.
- Windows in dormers and small fixed windows should be included, but not door sidelights or transoms associated with a door.
- Peeling paint, minor wood repair, being sealed shut, broken glass, and other deferred maintenance is generally not viewed as grounds for replacement of Historic/Original windows.

EXAMPLE OF SURVEY FORM INPUT:

PROJECT INFORMATION	
Total Number of Window Openings	25
Number of Historic Windows	20
Number of Non-historic Windows	5
Number of Missing Windows	0
Total Number of Windows to be Replaced	7



Window design above is 3 over 1

Window #: 1			Material: 📕 Wood	🗆 Vinyl	🗆 Metal	□ Other
Design: 3 over 1 Size: 30 x 62		Status: 📕 Histori	c/Original [□ Non-historic	□ Other	
Window:	□ Kee	p E Replace	Window Condition:	□ Good	🗆 Fair	Bad
willdow.			Damage? 🛛 None	□ Termites	Rot	□ Missing
Trim:	📕 Кеер	eep 🛛 Replace	Trim Condition:	Good	🗆 Fair	🗆 Bad
11111.			Damage? 📕 None	□ Termites	🗆 Rot	□ Missing

City of Jacksonville

Planning and Development / Historic Preservation

Window Survey Form - List

List <u>all</u> the windows on the building:

Window #:		Material: 🗆 Wood	l 🗆 Vinyl	🗆 Metal	□ Other	
Design:		Size:	Status: 🗆 Histor	ric/Original 🗆] Non-historic	□ Other
Window:	🗆 Keei	p 🗆 Replace	Window Condition:	□ Good	🗆 Fair	🗆 Bad
window.			Damage? 🛛 None	Termites	🗆 Rot	Missing
Trim:	🗆 Кеер	🗆 Keep 🛛 Replace	Trim Condition:	🗆 Good	🗆 Fair	🗆 Bad
11111.			Damage? 🛛 None	Termites	🗆 Rot	Missing

Window	Window #:		Material:	□ Wood	🗆 Vinyl	🗆 Metal	□ Other
Design: Size:		Status:	□ Histor	ic/Original	□ Non-historic	□ Other	
Window:	🗆 Keep	ep 🗆 Replace	Window C	Condition:	□ Good	🗆 Fair	□ Bad
window.			Damage?	□ None	□ Termite	s 🗆 Rot	□ Missing
Trim:		🗆 Keep 🛛 Replace	Trim Conc	lition:	□ Good	🗆 Fair	🗆 Bad
			Damage?	□ None	□ Termite	s 🗆 Rot	□ Missing

Window #:		Material: 🗆 Woo	d 🗆 Vinyl	Metal	□ Other	
Design:		Size:	Status: 🗆 Histo	ric/Original E] Non-historic	□ Other
Window:	🗆 Kee	eep 🛛 Replace	Window Condition:	🗆 Good	🗆 Fair	🗆 Bad
willdow.			Damage? 🛛 None	□ Termites	🗆 Rot	Missing
Trim:	🗆 Keep	Keep 🛛 Replace	Trim Condition:	□ Good	🗆 Fair	🗆 Bad
			Damage? 🗆 None	□ Termites	🗆 Rot	Missing

Window	Window #:		Material: 🗆 Wood	🗆 Vinyl	🗆 Metal	□ Other
Design: Size:		Status: 🗆 Histor	ic/Original 🗆] Non-historic	□ Other	
Window:	🗆 Keer	ep 🗆 Replace	Window Condition:	□ Good	🗆 Fair	🗆 Bad
window.			Damage? 🗆 None	□ Termites	🗆 Rot	□ Missing
Trim:		🗆 Keep 🛛 Replace	Trim Condition:	□ Good	🗆 Fair	🗆 Bad
			Damage? 🗆 None	□ Termites	🗆 Rot	□ Missing

Window Survey Form - List

List <u>all</u> the windows on the building:

Window #:		Material: 🗆 W	ood 🛛 Viny	l 🛛 Metal	□ Other	
Design:		Size:	Status: 🗆 Hi	storic/Original	□ Non-historic	□ Other
Window:	🗆 Keer	p 🗆 Replace	Window Conditio	on: 🛛 Good	🗆 Fair	🗆 Bad
window.			Damage? 🗆 No	one 🛛 Termite	es 🗆 Rot	Missing
Trim:	 □ Keer	🗆 Keep 🛛 Replace	Trim Condition:	🗆 Good	🗆 Fair	🗆 Bad
			Damage? 🗆 No	one 🛛 Termite	es 🗆 Rot	Missing

Window	Window #:		Material:	□ Wood	🗆 Vinyl	🗆 Metal	□ Other
Design:		Size:	Status:	□ Histor	ic/Original	□ Non-historic	□ Other
Window:	□ Kee	ep 🗆 Replace	Window C	Condition:	□ Good	🗆 Fair	🗆 Bad
window.			Damage?	□ None	□ Termite	s 🗆 Rot	□ Missing
Trim:		🗆 Keep 🛛 Replace	Trim Conc	lition:	□ Good	🗆 Fair	🗆 Bad
			Damage?	□ None	□ Termite:	s 🗆 Rot	□ Missing

Window #:		Material: 🛛 Wood	🗆 Vinyl	Metal	□ Other	
Design:		Size:	Status: 🗆 Histor	ic/Original 🗆	Non-historic	□ Other
Window:	🗆 Kee	p 🗆 Replace	Window Condition:	□ Good	🗆 Fair	🗆 Bad
window.			Damage? 🛛 None	□ Termites	🗆 Rot	□ Missing
Trim:	🗆 Keep	eep 🛛 Replace	Trim Condition:	□ Good	🗆 Fair	🗆 Bad
			Damage? 🛛 None	□ Termites	🗆 Rot	Missing

Window	Window #:		Material: 🗆 Wood	l 🗆 Vinyl	Metal	□ Other
Design: Size:		Status: 🗆 Histor	ric/Original 🗆] Non-historic	□ Other	
Window:	□ Keer	ep 🗆 Replace	Window Condition:	□ Good	🗆 Fair	🗆 Bad
window.			Damage? 🗆 None	Termites	🗆 Rot	Missing
Trim:		□ Keep □ Replace	Trim Condition:	🗆 Good	🗆 Fair	🗆 Bad
			Damage? 🗆 None	□ Termites	🗆 Rot	□ Missing