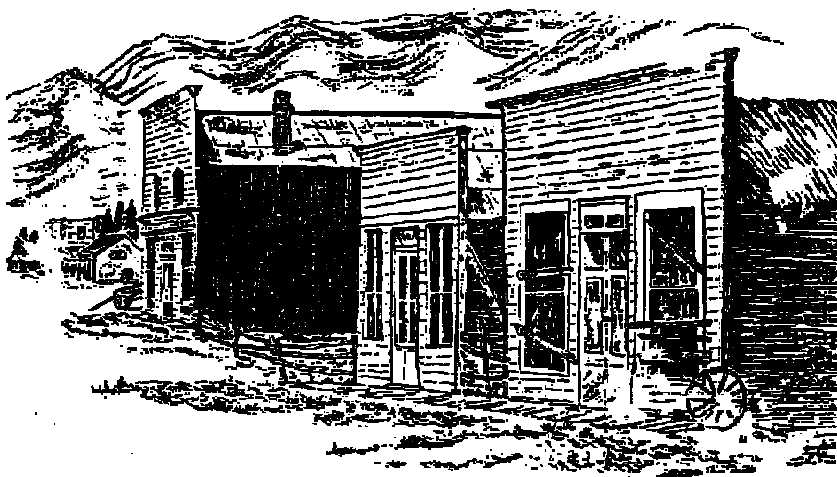


GHOST TOWN CLUB

OF COLORADO

How to Document Existing Buildings



2022

INTRODUCTION

This book was written as a field guide to accompany Ghost Town Club members when on field trips, to assist with step-by-step procedures on how to properly document historic buildings and structures.

MISSION STATEMENT

THE PURPOSE OF THE GHOST TOWN CLUB OF COLORADO SHALL BE TO STUDY, VISIT, PERPETUATE AND OTHERWISE CONCERN OURSELVES WITH GHOST TOWNS, MINING CAMPS AND THEIR ALLIED SUBJECTS AND HISTORY

**May your travels be filled with many adventures,
and end with many happy memories**

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How to Document Existing Buildings

I. **General Information**

- A. The first, and most key step in producing a good set of documentation for Existing Buildings is gathering field data
- B. Club members are encouraged to gather this necessary data while on scouting trips, or field trips
- C. Always verify if the building is on public or private land. Permission may need to be granted to access buildings and structures, especially if they are on private land
- D. A simple building could take at least an hour for a two-to-three person team to document. More complex buildings will take longer. Plan accordingly, especially if the data collecting is being done while on a club field trip
- E. Utilize the NOTES section at the back of this book to document site specific data, such as:
 - 1. Date the Data was collected
 - 2. Name(s) of persons assisting with the data collecting
 - 3. Location of the Building or structure

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II. Recommended Tools

- A. This Book!
- B. Extra paper for notetaking
- C. Standard clipboard
- D. Pencil with eraser
- E. 25-foot pocket tape measure
- F. 50-foot, or 100-foot measuring reel
- G. 6-foot folding rule, or yard stick
- H. Digital Camera

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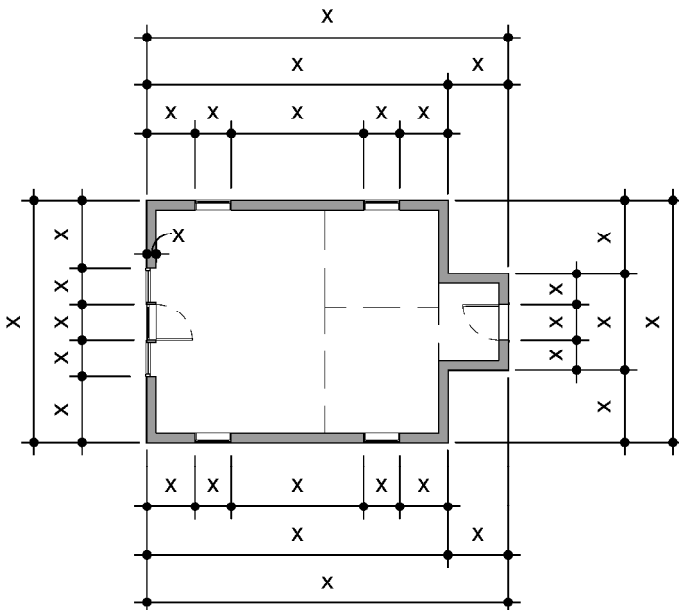
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III. Measuring an Existing Building

A. Floor Plan

1. Start with a simple sketch of the Existing Building's Floor Plan. At minimum, the plan should include:
 - a) All exterior walls. Include the type of material, and if possible, the thickness of each wall
 - b) All exterior windows, doors, vents, or other openings on the façade. Include the width and height of each opening
 - c) IF you have access to the building's interior, all interior wall locations. Include the type of finish materials, and if possible, the thickness of each wall
2. Once your Floor Plan sketch is complete, begin taking measurements. Record the dimensions on your sketch

Below is an example of a typical Floor Plan:



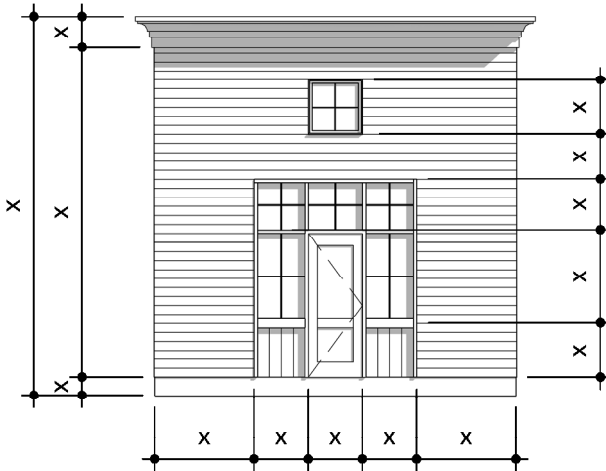
EXISTING MAIN FLOOR PLAN

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B. Exterior Elevations

1. Next, sketch up a simple representation of each of the Existing Building's Exterior elevations. Most simple buildings will only require four, but if the building is more complicated you may consider sketching additional elevations. At minimum, each elevation should include:
 - a) All exterior walls which face the elevation being sketched. Include wall height if possible.
 - b) All exterior windows, door, vents, and/or other openings in the façade. Include width and height of each opening
2. Once each elevation sketch is complete, begin taking measurements. Record the dimensions on your sketches

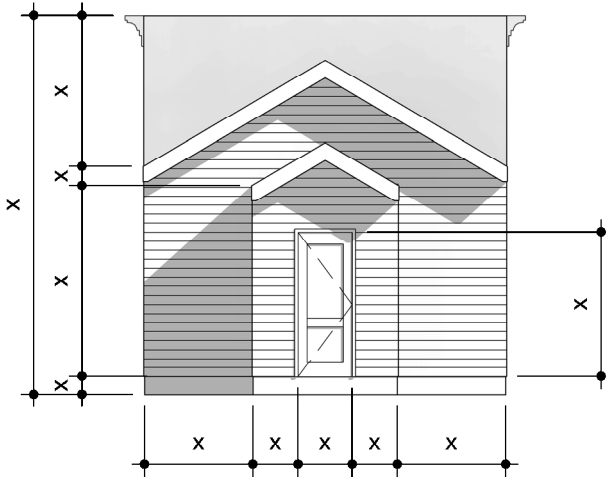
Below are examples of typical Exterior Elevations:



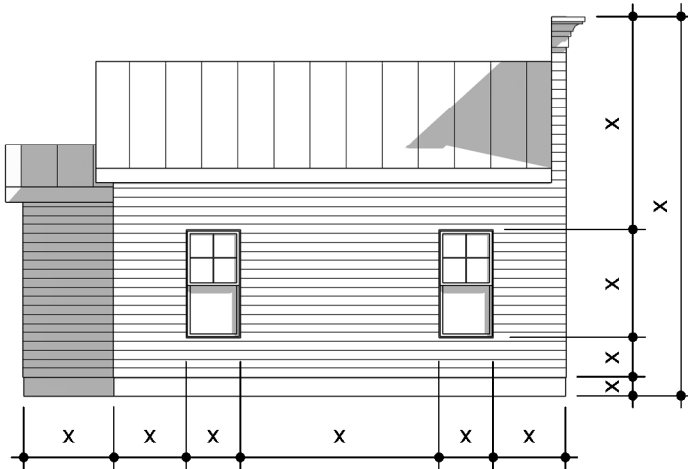
FRONT EXTERIOR ELEVATION

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REAR EXTERIOR ELEVATION



SIDE EXTERIOR ELEVATION

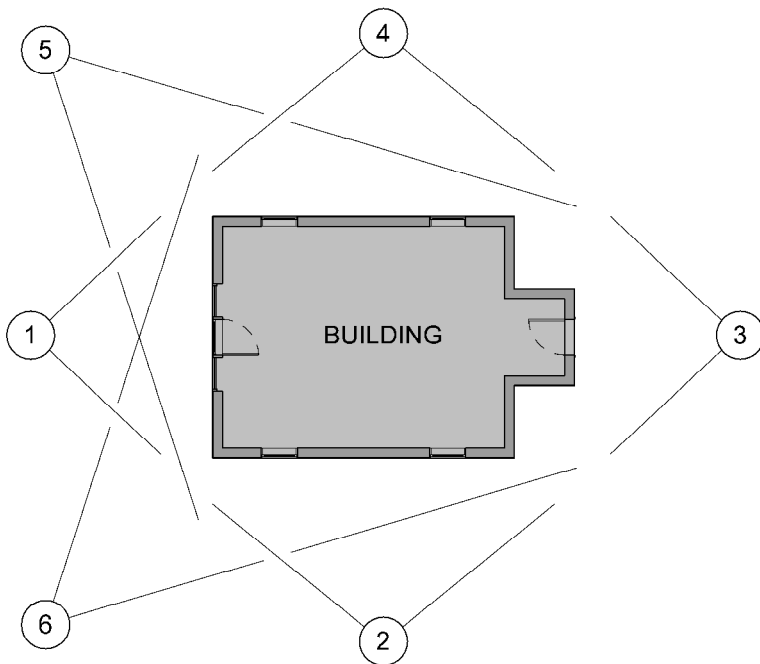
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IV. Photographing an Existing Building

A. Overall Photos

1. Take as many overall photographs as necessary. This will vary with each building depending on how complex it is. At minimum, take these six photos:
 - a) Take a photo of at least one straight on view per building elevation (re: View 1, 2, 3, and 4 below)
 - b) Take photos from at least two oblique views of front of building, or the most interesting sides (re: View 5, and 6 below)



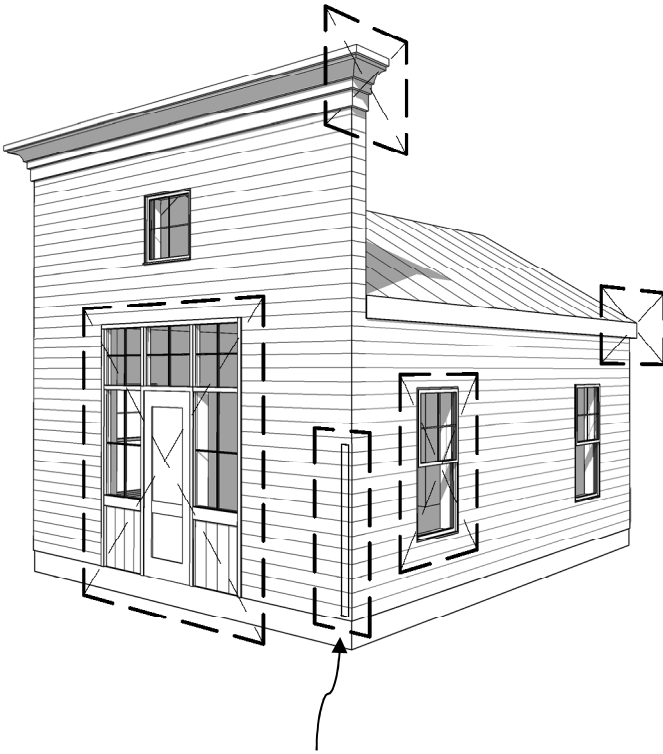
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B. Detailed Photos

1. Take as many detailed photographs as necessary. This will vary with each building depending on how complex it is. Use your best judgement as to what construction details are important. Close ups of Doors and Windows should always be taken

Below is a building oblique view with some suggested detail shots:



Note: It is helpful to place a 6' Rule, or other measured stick at the corner of the building nearest the camera to provide a scale

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NOTES
