

HISTORIC CEMETERY PLOT AND MARKER SURVEY

ILLUSTRATED SURVEY MANUAL

*The following definitions and methods apply to both the **Cemetery Plot and Marker Survey** and the **Complex Group and Family Plot Survey** forms. First survey the individual plots, those that contain one primary monument (see below) or one monument and several footstones or small block markers. The **Complex Group and Family Plot Survey** can be used after the individual plots are surveyed, as this form documents the family grouping and identifies additional enclosure and landscaping issues. Use the **Fragment and Removal Survey** form to document fragments and fragile markers removed from the site for safekeeping.*

Site

Definition: The current official name of the burial ground or cemetery being surveyed.

Method: As recorded in official documents. A short name can be used as long as the correct CemID is used.

Surveyor(s)

Definition: The first initial and last name of the person(s) filling out the survey.

Method: First initial, then last name. If more than one, separate names with a comma. (Eg.: L. Brown, F. Smith).

Date

Definition: The date when the field survey form is completed.

Method: Month, day, year (mm-dd-yyyy; 08-13-2004).

Weather

Definition:

- | | | | |
|----------------|-----------------------|-------------|---------|
| 1. Temperature | <60°F | 60 - 80°F | >80°F |
| 2. Humidity | <60% RH | 60 – 80% RH | >80% RH |
| 3. Weather | | | |
| a. | Sunny | | |
| b. | Rain/snow/fog | | |
| c. | Overcast | | |
| d. | Sunny & Windy | | |
| e. | Rain/snow/fog & Windy | | |
| f. | Overcast & Windy | | |

Method: Chose temperature and humidity range then check one weather condition that applies, eg. as reported in local newspaper, or as recorded by instrumentation on site.

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I. IDENTIFICATION

CEM_ID:

Definition: A unique alphabetical designation established for each cemetery site.

Method: Use an ID from an established inventory, if one exists.

Monument Plot ID#:

Definition: The sequential 4-digit number assigned to the monument plot during the mapping of the site. Whenever possible, the plot will contain all related features, such as a headstone, footstone, statuary, loose fragments and an enclosure, if evident. Even if unrelated, a footstone stacked against a headstone will be surveyed as both being in one monument plot. The individual cemetery plot and the CemPlotID is the basic linking field for most of the database forms and reports and is the key mapping element in the cemetery site map. Each CemPlotID must be a unique number.

Method: Indicate the assigned number.

Monument Features - Categories:

Definition: Use the *Cemetery Plot and Monument Feature Survey* form for all **individual plots**, or those that contain one primary monument (see below) or one monument and several footstones or small block markers. On each monument plot there may be multiple features. The plot may also contain secondary features such as an associated footstone, an unassociated footstone or other feature, and buried and loose fragments. The cemetery plot and the CemPlotID is the basic linking field for most of the database forms and reports and is the key mapping element in the cemetery site map. Each CemPlotID must be a unique number.

For **group or family plots**, survey the individual primary markers within the group plot first using the *Cemetery Plot and Monument Feature Survey*, then use the *Complex Group and Family Plot* survey form to document additional elements and conditions of the larger plot. These plots will become an additional layer in the cemetery site map.

Primary Monument: The principal monument feature on the plot, usually containing the name, date, etc. Start numbering '01' with the first or most prominent primary monument. If there is another primary monument fragment on the plot, survey it as within the plot. If the additional marker is whole, and could be reburied in its own plot, give it a new plot number and make it the '01' primary marker of the new plot.

Base: The lowest visible part of a marker/tomb that supports the superstructure and is distinct from the foundation or footing by originally being visible rather than below grade. There may be several base levels. As long as each base section is the same material, survey and measure the sections together as a group. The base is often of a different material.

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Footstone: Use this category for associated footstones which may have the same name or similar initials and usually are shaped the same way as the headstone. In some cases, a plot might only have a footstone and in that case, should be numbered starting with '01'.

Other: Some monument plots may include unassociated footstones, broken off pieces of headstones or other secondary monument features. Number any additional footstones or other features found on the plot starting with the next sequential number.

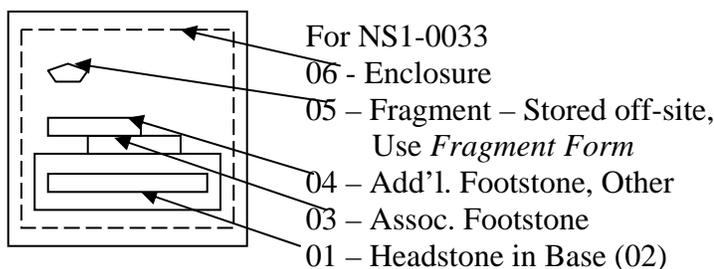
Fragments: Loose fragments to be removed for safekeeping should be collected, numbered starting with the next sequential number, and documented on the **FRAGMENT AND REMOVAL SURVEY FORM**. If the major monument feature is broken into large heavy pieces that can be safely left in place, do not consider them as fragments. Survey the feature as a whole under only one FeatureID (generally 01 for the primary monument)

Enclosures: Often found in the complex family plots to mark out the boundaries of the plot. Survey these as part of the **Complex Group and Family Plot**. If there is an enclosure around a single monument, use the next sequential number for the plot and survey the material and condition as part of the individual plot survey.

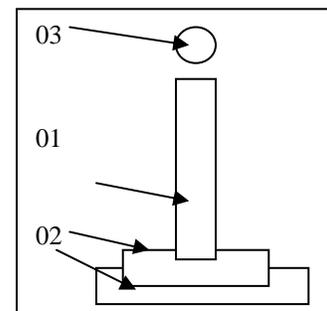
Sculpture: Ornament attached to the monument or freestanding sculpture located in the plot.

Method: Sequentially number all features on the cemetery plot using 2 digits. Eg. 01, 02. If appropriate, use the empty survey form cell to sketch the layout of the plot with numbered features.

Plot NS1-0033



Plot NS1-005



For NS1-005
01 - Primary, Column
02 - 2 sections of base
03 - Sculpture

Associated Monument Plot ID#:

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Definition: If there is an obvious family member nearby, indicate the Monument Plot ID#. Also use this field to identify an obvious partner to an unassociated footstone.

Method: Use the Monument Plot ID# and comment on the relationship.

Representation

Definition: The person or group interred or commemorated.

Method: Check one that applies:

1. **Individual:** Contains only one interment.
2. **Family:** Contains two or more interments from the same or related family.
3. **Society:** Contains interments of members of a communal organization.
4. **Undeterminable:** If interment representation is not clear.

Name:

Definition: The name of the person or family memorialized by the marker or tomb.

Method: Indicate the first person or family name as it appears on the marker or tomb in the form of last name, first name, suffix, prefix (Smith, James, Jr., Capt.). If the inscription is blank, buried or can't be read, indicate "blank", "hidden", or "illegible" on the field survey. If archival data exists to identify the marker or tomb, it will be added at a later date. If the primary marker has been broken at the base, indicate "Broken at base", "Base only" or other short description.

Names will often be difficult to read. The best time to read faint inscriptions is with raking light crossing the inscribed marker. Also, try brushing the inscription with a soft, natural bristle brush, spraying it lightly with water, or reflecting a hand mirror across the name.

If a name (or the dates noted below) cannot be clearly read, document what can be read and use brackets to show any uncertainties. It is also possible to make very good guesses at the names, or at least the last names, by reading the surrounding markers. However, if any assumptions are being made, be sure to show that with brackets. See examples below:

[____], Jane – Cannot read the last name at all

P[ell____], Albe[_] – A few letters can be read, a few are uncertain, and some can't be read at all.

Wh[ite], Ann – The first few can be read, and all the surrounding markers are from the White family, so the assumption is made that this is Ann White.

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Footstone/Other:

Definition: The name or initials memorialized on associated secondary monuments.

Method: Indicate whatever appears on the footstone. If the inscription is blank, buried / hidden or can't be read, indicate "blank", "hidden", or "illegible" on the field survey. If archival data exists to identify the footstone, it will be added later.

First Death Date:

Definition: The date of the earliest interment shown in the inscription.

Method: Month, day, year (mm-dd-yyyy; 03-12-1875). If blank or illegible, leave blank.

Last Death Date:

Definition: If there are multiple death dates, document the last date of death.

Method: Month, day, year (mm-dd-yyyy; 03-12-1875). If blank or illegible, leave blank.

No. of Inscriptions:

Definition: Where there are multiple inscriptions, document the number of people memorialized with names, initials or other script.

Method: Whole number. Even if an inscription cannot be read, count it as one if there is some evidence of script.

Military Marker

Definition: A plaque or inscription that clearly indicates service in the military and/or a specific war. Or, note if the military service is indicated in the inscription.

Method: Indicate the war or military service inscription on marker. The choices are: French Indian War, Revolutionary War, War of 1812, World War I, World War II, Korea, Vietnam, Other.

Comments:

Definition: Additional comments by the surveyor.

Method: Write in any additional comments to clarify the Identification of the deceased.

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II. ENVIRONMENT

Orientation

Definition: The compass direction that the inscription or front of the structure faces.

Marker: The front is defined as that side of the marker with inscription, special architectural treatment, or other emphasis. If a marker is laying flat on the ground or on the monument, take the direction faced should the marker be lifted upright. Also be sure to note the direction the inscription of the footstone faces. Even if hidden, the inscription side is usually evident.

Tomb: The front of the tomb is defined as the main entry through which the body enters and/or the location of the inscription tablet. Where the tablet is horizontal, the front is located at the foot of the tomb or marker.

Method: Check one that applies: N, S, E, W, NW, NE, SW, SE, mixed or unknown.

Context

Definition: The proximity to other monuments.

Method: Measure the shortest distance between the primary structures, ignoring curbs and walls. Check one that applies:

1. **Isolated:** An isolated tomb/marker that has no tomb/marker within 4 feet of it.
2. **Contiguous:** A tomb/marker that is adjacent to one or more tombs/markers at a distance of at least three feet.

Precinct

Definition: The ground immediately surrounding the tomb/marker and the closure that defines the gravesite.

Method: Check one that applies.

- a. **Paved:** Ground covered with a firm level hard surface of shell, stone, brick, asphalt, or concrete.
- b. **Unpaved:** Ground surface consists of soil, vegetation, or grass.

Plot Placement:

Definition: The manner in which the individual plot is located on the landscape.

Method: Check one that applies:

1. **In rows:** The marker/tomb is in-line with other markers along a straight line, usually parallel to another line of markers.
2. **By Topography:** The markers follow the rise and fall of the landscape.
3. **Along a designed path:** The markers are arranged along a designed path.
4. **Random:** No particular order is distinguishable in the placement.

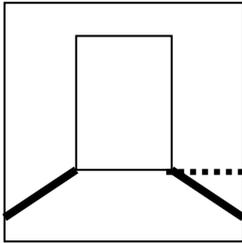
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Grade Slope

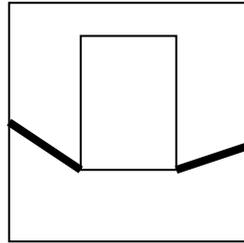
Definition: The direction(s) that the ground approaches the marker/tomb.

Method: Check one that applies:

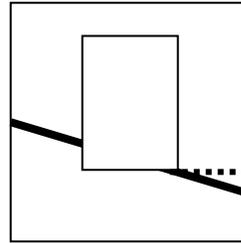
5. **Positive:** The marker/tomb is at the top of a rise on one or both sides.
6. **Negative:** The marker/tomb is at the bottom of a rise.
7. **Cross-slope:** The marker/tomb intersects a full or partial slope.
8. **None:** The marker/tomb sits on flat ground.



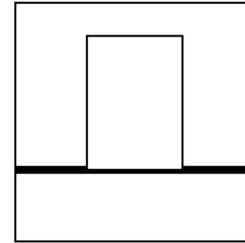
1. Positive



2. Negative



3. Cross-slope



4. None

Exposure:

Definition: The manner in which the individual plot is exposed to vegetation.

Method: Check one that applies:

1. **Open:** The marker/tomb is unencumbered in any way by vegetation.
2. **Encroaching Vegetation:** Bushes, brambles or trees are growing into plot.
3. **Tree Overhang:** Branches overhang the marker creating risk of deposits.
4. **Encroaching Vegetation and Tree Overhang:** Bushes, brambles or trees are growing into plot and there are tree branches overhanging the marker.

Plot Accessories:

Definition: Objects related to, but not integrally attached, to the marker/tomb.

Method: Check those that apply:

1. **Bench:** Seating for visitors to the gravesite.
2. **Sculpture:** Three-dimensional objects, eg., figurals, urn, cross, tree trunks.
3. **Container/vase:** Stone, concrete, metal, plastic, meant to hold flowers.
4. **Plaque:** Commemorative, unattached tablets, medallions.
5. **Votives:** Small mementos, stuffed animals, jewelry, etc.
6. **None:** Nothing extra.

Enclosure:

Definition: Any fence, curbing or other structure that marks the boundaries of the monument plot. The enclosure may incorporate multiple markers or tombs

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within the boundary, depending upon how the Individual vs. Group Plot was defined. If the enclosure is clearly a Group Plot enclosure, document it on the **Complex Group & Family Plot Survey**.

Curb: A low edging that surrounds the precinct. A curb is 6 inches high or less.

Wall: A high (>six inches) masonry structure that surrounds the precinct.

Railing: A metalwork or wooden fence or barrier that surrounds the precinct.

Chain/Pipe: A chain or pipe and post barrier that surrounds the precinct. The posts may be masonry or metal.

Boundary Blocks: The precinct is bound only by posts or blocks set at the corners.

Other: A type not described above, Describe in comments.

None: No enclosure is evident.

Method: Check the appropriate box.

Comments:

Definition: Additional comments by the surveyor.

Method: Write in any additional comments to clarify the environment of the gravesite. When keying this information into the database, these comments will be combined in the general comments.

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III. DESCRIPTION

Completeness of form:

Definition: The extent of the primary monument (or footstone) available to be recorded.

Complete: Greater than 75% of the monument still exists, even if broken (fragmented – no loss).

Incomplete: Less than 75% of the monument exists or is still visible and can be partially recorded.

Total Loss: The monument is broken at grade and is not on the monument plot to be recorded.

Method: Check one.

Type:

Definition: Typology is the study of types or the systematic classification of form based on distinguishing traits or characteristics that distinguish. All members of a type must possess the essential components that define that type and are based on formal, not functional characteristics.

Monument: Structures pertaining to death or the burial of the dead.

Method: Decide whether the monument is a **marker**, **cenotaph** or **tomb**. Within the appropriate category, check the appropriate choice. If there are only fragments and typology cannot be determined, check **Fragments Only**. If the monument is a marker, also check whether it has a double or multiple shape or **Form**.

Marker Form			
Single	Single	Double	Double
			

1. **Marker:** Any mortuary structure which marks a below-grade burial. Check whether the marker presents a single, double or multiple inscription area or panel.

a. **Simple:** A single element marker.

i. **Headstone /no or missing footstone:** An upright slab, embedded in the ground.

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- ii. **Headstone/footstone:** An associated pair of upright slabs, usually of the same shape but different height embedded in the ground, which defines the grave.
- iii. **Footstone only:** A plot where there is only a footstone remaining. Be careful that the marker is a footstone (once associated with a headstone) and is not a small headstone for a child's grave.
- iv. **Block:** A cast or quarried stone square or rectangular mass, often wider than tall and which may be tapered at the top.
- v. **Stele:** A carved or inscribed stone slab or pillar used for commemorative purposes, taller and thinner than a headstone, often with a pediment cap. Base not required.
- vi. **Slab over Crypt:** A horizontal slab, usually containing an iron ring, marking the subterranean entrance to a crypt.

SIMPLE			
Headstone/footstone	Headstone only	Block	Stele
			
COMPOUND			
Headstone in Base	Table	Bedstead	Block on Base
			

- b. **Compound:** A multiple element marker.
 - i. **Headstone in Base/No Footstone:** An upright slab, embedded in an original separate masonry base. (Single, double or triple inscription)
 - ii. **Headstone in Base with Footstone:** An associated pair of upright slabs, usually of the same shape but different height embedded in an original separate masonry base, which defines the grave. (Single, double or triple inscription)

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- iii. **Table:** A horizontal tablet supported by individual uprights, often in the form of a table.
- iv. **Block on Base:** A cast or quarried stone square or rectangular mass, often wider than tall and which may be tapered at the top embedded, pinned or otherwise secured to a separate stone base.

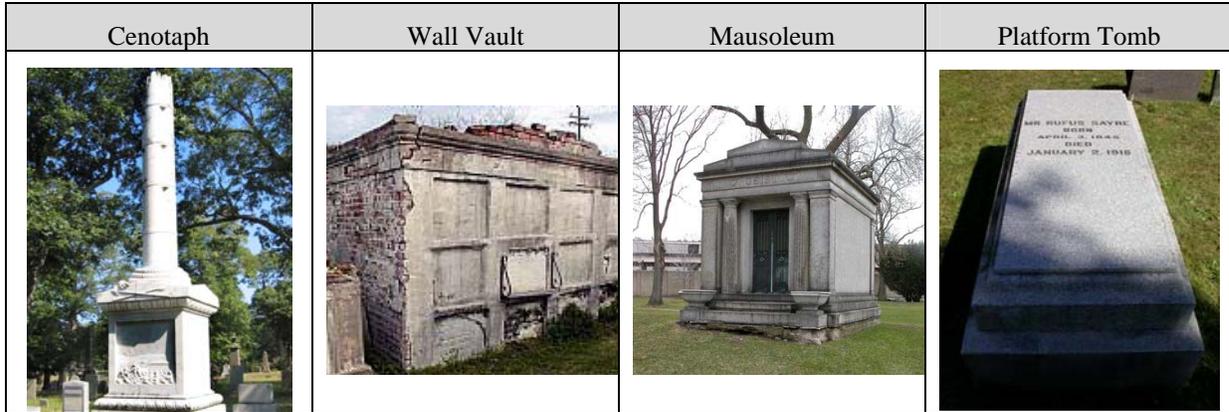
COMPOUND			
Pedestal w/ Column	Pedestal w/ Cross	Pedestal	Obelisk on Base
			

- v. **Platform:** A horizontal tablet supported by a low solid wall base.
- vi. **Bedstead:** Combination of Headstone and Footstone connected by side rails giving the impression of a bed. Often planted with flowers or groundcover.
- vii. **Pyramid:** A freestanding architectural form with four adjacent triangular walls that meet at a common apex and rest on a quadrilateral base.
- viii. **Pedestal:** A support for other architectural elements that consists of any combination of base, surbase, die or dado.
- ix. **Pedestal with Obelisk:** A monumental, four-sided stone shaft on a pedestal, usually monolithic and tapering to a pyramidal tip.
- x. **Pedestal with Column:** A full or truncated single pillar on a pedestal standing alone as a monument.
- xi. **Pedestal with Cross:** A pedestal supporting a large sculptural cross where a column or obelisk would otherwise exist.
- xii. **Pedestal with Other:** A pedestal supporting any other combination of architectural or sculptural form.
- xiii. **Obelisk on Base:** One or more base levels supporting a monumental, four-sided stone shaft on a pedestal, usually monolithic and tapering to a pyramidal tip.
- xiv. **Column on Base:** One or more base levels supporting a full or truncated single pillar.
- xv. **Cross on Base:** One or more base levels supporting a large sculptural cross where a column or obelisk would otherwise exist.

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- xvi. **Other on Base:** One or more base levels supporting any other combination of architectural or sculptural form.



2. **Cenotaph:** A mortuary structure that memorializes or commemorates a death, but does not mark a specific burial. Example: “Drowned at Sea”
 - a. **Simple:** A single element cenotaph.
 - b. **Compound:** A multiple element cenotaph.
3. **Tomb:** Any monument that contains one or more burial vault(s). (see photographs, below).
 - a. **Wall vault:** Multiple tiers of individual burial vaults of brick vault or stone slab construction, arranged to form a single block or perimeter enclosure wall.
 - b. **Mausoleum:** A mortuary structure with accessible interior space containing wall or subterranean burial vaults and a chapel.
 - c. **Other:** A structure not described above. If Other is chosen, describe it in the comment section.

Comments:

Definition: Additional comments by the surveyor.

Method: Write in any additional comments to clarify the marker or tomb type.

Shaping:

Definition: The degree of mechanical working by hand or machine to achieve the monument form.

Shaped: All surfaces/sides worked with edges unlike the natural quarried stone.

Partially Shaped: Only one surface/side worked.

Unshaped: Natural, as would be seen in uncut fieldstones used as early markers.

Method: Check one.

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Dressed:

Definition: The extent of stone working evident on the monument. Finishing methods include chiseled, axed, hammered, sawn, honed and polished. Indicate whether the stone is finished on both face and back or on the face only.

Method: Check one.

Architect/Carver:

Definition: The original stone mason, designer and/or carver of the marker or tomb, if known. Names are sometimes found on the bottom of the face (sometimes just beneath the soil level), on the top or side edges or at the base of monuments. There have been past surveys that have researched carvers, and if the data is available, use the Welch or Stone references. (May be added at a later date)

Method: Identification by signature or archival information. Indicate where the information was obtained in the **Info From:** section.



Additional Marks:

Definition: Indicate any additional marks visible that are not part of the design. Examples might include the price, indication that the stone has been re-used, or the existence of test/practice carvings.

Method: Identify anything visible with a short description. Use **Comments** to fully describe anything unusual or particularly interesting.

Dimensions

Definition: Visible width, length and height of all features in the plot.

Method: Record maximum dimensions in inches for the feature. Use the visible portion of the monument. If a marker has been unearthed, measure from the soil line, if evident. The form requests data on Primary, Base and Footstone, but edit to document the specific features surveyed. If the base segments are all one material and have been numbered as one feature, measure all together as one feature. If the monument obelisk or column is too high to reach for an exact measurement, estimate the height.

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Definition of components for Sections IV through VIII – See Monument Features, pg. 2:

Method: Each feature documented will be surveyed for Materials, Conditions, Repairs and Alterations. The simple form shows columns for the most prevalent (Primary Element, Assoc. Footstone, Other (or Unassoc. Footstone), and Ornament. Edit these columns based on the features found on the plot, documenting the feature ID at the top of the column.

IV. MATERIALS

Method: In the simple monument plots, there will usually be one major marker/tomb with or without a base and possibly a footstone or other secondary feature. Indicate the feature ID for the features to be surveyed. Then, using checkmarks, indicate on the table the material of each component of the marker/tomb. When necessary, a second material may be checked for a component. If the marker/tomb does not have a certain component, leave the column blank.

Definition of materials:

* Definition adapted from: Winkler, E.M. *Stone in Architecture Properties, Durability*, 3rd Ed. Berlin: Springer-Verlag, 1994.

** Definition adapted from: Bucher, Ward. *Dictionary of Building Preservation*, New York: John Wiley & Sons, 1996.

*** Definition adapted from: American Society for Testing and Materials. *Annual Book of ASTM Standards Vol. 4.05*. W. Conshohocken, PA: ASTM, 1998.

1. **Argillite:** A rock derived either from siltstone, claystone, or shale that has undergone a somewhat higher degree of induration than is present in those rocks with an intermediate position to slate.*
2. **Brick:** A solid masonry unit of clay or shale, molded into a rectangular shape while plastic and burnt in a kiln.
3. **Bronze:** A reddish-brown metal alloy composed of 58-95% copper, with the remaining 5-42% of tin and sometimes other metals such as lead or zinc. **
4. **Cast Stone:** A cement based material molded to look like stone or patterned units.
5. **Concrete:** A hard, compact artificial composite of cement, sand, gravel and water. Most often gray, white, or colored. Sometimes later added as a base or collar to fragile marble markers.
6. **Fieldstone:** Loose blocks separated from ledges by natural processes and scattered through or upon the soil. Also includes glacial boulders and/or pebbles. *

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7.

8. **Granite:** A hard igneous crystalline rock, consisting of small, yet visible, grains of other minerals.

- a. **Black**
- b. **Gray**
- c. **Pink**

Argillite	Gray Granite	Pink Granite
		

9. **Greenstone:** Includes rocks that have been metamorphosed or otherwise so altered that they have assumed a distinctive greenish color owing to the presence of one or more of the following minerals: chlorite, epidote, or actinolite. ***

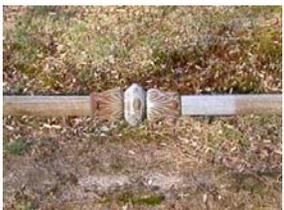
10. **Iron-Cast:** A hard, brittle, high carbon content (2.5-4%) iron formed by casting in foundry molds. **

11. **Iron-Galvanized:** Zinc coated iron.

12. **Iron-Wrought/Rolled:** Iron with a small amount of carbon that has had its atoms aligned by beating and stretching the iron ingots. **

13. **Lead:** A soft malleable heavy, elemental metal, shiny when cut but quickly oxidizes to a dull gray. **

14. **Limestone:** A medium to fine-grained sedimentary rock consisting mainly of calcium carbonate often containing fossil remains. May be cream, tan, or dark grey.

Bronze (on Granite)	Iron-Galvanized	Marble
		

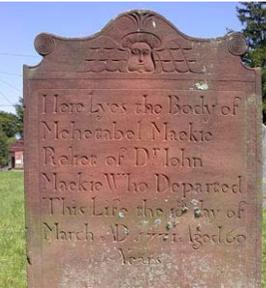
15. **Marble:** A metamorphic (recrystallized) limestone composed predominantly of crystalline grains of calcite or dolomite or both, having interlocking or mosaic texture. *** White or variously colored and sometimes streaked or mottled; can take a high polish. Usually white and crystalline.

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16. Sandstone: A medium to fine-grained sedimentary rock composed of consolidated sand grains, mainly quartz, oriented in superimposed layers or “beds”. Usually ranging in color from reddish brown to brown to tan.

- a. **Blue/Gray**
- b. **Brown**
- c. **Red/Orange**
- d. **Tan**

Marble	Sandstone-Brown	Sandstone-Red
		
Marble in Concrete	Slate-Gray/Blue	Slate-Purple/Red
		

17. Slate: A dark, sometimes colored, fine-grained metamorphic rock that cleaves naturally into thin, smooth-surfaced layers.

- a. **Slate - Black**
- b. **Slate – Gray/Blue**
- c. **Slate – Green**
- d. **Slate – Purple/Red**

18. Wood: The fibrous material of trees. **

19. Zinc: A brittle, shiny, diamagnetic elemental metal with a fibrous structure. **

20. Other: A material not listed above. Describe in the comments.

Comments:

Definition: Additional comments by the surveyor.

Method: Note the MonID# of the feature. Write in any additional comments to clarify the materials.

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V. CONDITION *(Rate each occurrence 1 to 4, with 1 being just slightly evident.)*

Definition of conditions: See Below.

Method: Note the MonID# of the feature. Using ratings of 0 through 4, indicate on the table the condition of each component of the tomb/marker. Where appropriate, more than one condition may be checked for a component. If the tomb/marker does not have a certain component, leave the column blank.

- **0 – Not evident or not applicable.**
- **1 – Slightly Evident, Good Condition:** Stable structural condition. Decorative features and finishes largely intact. Not at risk.
- **2 – Evident, Moderate Condition:** Stable structural condition. Significant, or terminally progressive loss of inscription and/or decorative features.
- **3 – Very Evident, Poor Condition:** Significant threat of structural failure and/or the total loss of inscription and/or decorative features.
- **4 - Significant Evidence or Total Deterioration:** Catastrophic structural failure/loss.

Definition of conditions:

1. **Bedding Cracks:** The obvious separation of bedding layers seen in the edges and ends of a cut stone.
2. **Biogrowth:** Algae, Lichen, Mold or Moss. Rate based on any of the following:
 - a. **Algae:** Simple non-vascular plants with chlorophyll, and often contain a brown or red pigment. Algae can be damaging to the top layers of the crystalline structures of stone markers.
 - b. **Lichen:** Leathery vegetative complex, made up of alga and a fungus growing in symbiotic association. Can be many colors and can be simple or quite dramatic looking, damaging the top layers of the crystalline structures of stone markers.
 - c. **Mold:** Mold is caused by fungal growth and is usually black or gray. Mold can be damaging to the top layers of the crystalline structures of stone markers. Most marble markers have some mold (and one should not expect historic markers to be bright white and totally clean of mold, Mold=1 is usually a cleaned marker).
 - d. **Moss:** Mosses are more complex with a tiny stem and leaf, often forming a tight mass. Moss can be damaging to the top layers of the crystalline structures of stone markers.
3. **Bowed:** The deformation of stone, resulting in “C” or “S” shaped forms, complete or fragmented.

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4. **Buried/Sunk:** 1=Slightly sunken or if flat, partially embedded. 2= 25% concealed due to being sunken or embedded, 3=50% concealed due to being sunken or embedded, 4= totally concealed due to sinking, or if flat, totally covered.
5. **Corrosion:** Chemical reaction of metal with other elements to form stable or unstable compounds, ie. rusting or oxidation of metal surfaces.
6. **Cracked:** Linear discontinuities or fractures of variable length, depth or orientation.

Failed Repair=4 	Biogrowth/Lichen=2 	Biogrowth/Lichen=3 	Biogrowth/Lichen=4 
Biogrowth/Mold=1 	Biogrowth/Mold=2 	Biogrowth/Mold=3 	Biogrowth/Mold=4 
Buried/Sunk=1 	Buried/Sunk=2 	Buried/Sunk=3 	Buried/Sunk=4 
Detachment-Loss=1 	Detachment-Loss=3 	Dissassembled=4 	Dissassemb-Loss=4 

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7. **Detachment:** Separation, such as in the bedding layers of sandstone, cleavage in slate, or in the complete separation “blind delamination” of an intact carved face surface from the monument mass. Lightly rap the surface with knuckles to test for a hollow sound. (very serious and always a 4)
8. **Detachment-Loss:** When a detached surface has begun to break up and pieces have been lost, even if carved pieces have been saved as fragments. Small pieces lost in sections (=1) progressing to the complete loss of the surface (=4).
9. **Disaggregation:** Active sugaring of surfaces. Usually confined to marble.
10. **Dissassembled:** Separation of components of a compound monument.
11. **Dissassembled-Loss:** Separation and loss of components of a compound monument.
12. **Erosion:** Surface loss of material/profile/detail due to weathering.
13. **Exposed Foundation:** The exposure of a foundation meant to be buried.
14. **Failed Repair:** A past repair that is no longer functioning as designed because of separation, contamination or other obvious problem. (Don’t call an ‘ugly’ repair failed, unless it is no longer *functioning* as designed.)
15. **Flaking:** Thin laminal loss of flat or curved surface, usually associated with slates and argillites.
16. **Fragmentation-No Loss:** The original fabric has through-surface breaks, but all pieces are still in place or on the ground still in the monument plot.
17. **Fragmentation-Loss:** Absence of original fabric based on total original extent.

Erosion=3	Erosion=4	Exp’d Foundation=4	Flaking=3
			
Fragment-No Loss=3	Fragment-No Loss=4	Fragment-Loss=1	Fragment-Loss=4
			

18. **Graffiti:** Intentionally inscribed or applied marking on the tomb/marker.

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19. Loose: The amount of play in the structure that should remain tight in/on a base or embedded into the ground. If a marker could be tipped over easily by vandals, rate it a 4 and comment on the immediate threat.

20. Mower Abrasion: Damage to the monument by lawn mowing equipment impact, rubber or plastic scarring, scratches or other abrasion. Large swaths of black marking by mower tires or plastic grass catcher baskets indicate a hard blow or impact to the monument and should be rated a 3 or 4

21. Open Joints: An open gap between components meant to be sealed by metal or cementitious mortar.

22. Soiling or Staining:

- a. **Soiling:** Harmful surface accretions such as guano and soot.
- b. **Staining:** Harmful surface accretions such as salt efflorescence and tree sap.

23. Spalling: Chips removed from the surface or edges, usually caused by a mechanical blow.

24. Tilted/Fallen: 1=up to 15%, 2= 16-25%, 3= over 25% tilted, 4= fallen. Tilting may be in the front to back or side to side direction.

Mower Abrasion=1	Mower Abrasion=2	Mower Abrasion=4	Spalling=2
			

25. Vegetation: Harmful presence of macro plant forms or the roots thereof in between features of the plot or between components of a monument. Simple grasses or weeds surrounding a monument as in the Mower Abrasion=1 or Spalling=2 example above would not constitute ‘harmful presence’.

26. Other: Check appropriate boxes and write-in any additional comments to clarify ‘other’ condition.

Even if other conditions were not serious enough to be surveyed, always rate the following legibility conditions.

Legibility/Design: 1=Sharp, tooling evident, 2=Clear, but worn, 3=Partially discernable, 4=Not discernable, This is a mandatory field and must be rated 1-4 if there is a design. Mark as ‘0’ if there is no design.

Legibility/Inscription: 1=Sharp, tooling evident, 2=Clear, but worn, 3=Partially readable, 4=Illegible. This is a mandatory field and must be rated 1-4.

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Leg/Inscription=1	Leg/Inscription=2	Leg/Inscription=3	Leg/Inscription=4
			

VI. REPAIRS

Definition: Any past treatment or physical reattachment process evident.

Method: Note the MonID# of the feature. Document any evidence by checking the appropriate boxes. Add **Comments** to clarify the status of the repair. If not sure, leave blank.

Abrasive Cleaning – Cleaned with harsh particles.

Apparent Soft Cleaning – Evidence of some cleaning, but with soft materials.

Basal Resetting – The marker has been reinserted into a base with new mortar. Such as old marble markers set into concrete.

Coatings – Materials have been applied to consolidate the surface or repel moisture.

Dutchman – Repaired with a piece of the same material inserted as a mortise.

Mortar Fills – Gaps, missing fragment areas or cracks filled with mortar.

Pinning – Broken pieces held together with metal, ceramic or plastic rods.

Recarving: - All or portions of the inscription or decoration have been retooled.

Repair: Adhesive, Epoxy – Broken sections held together by epoxy based mortar. May look plastic or moldable, even if quite hard.

Repair: Hard Cement - Broken sections held together by hard cement mortar.

Repair – Soft Lime Based - Broken sections held together by soft lime-based mortar.

Repointing – The joints between masonry elements have had new mortar (or any type) applied.

Other - Any additional type of repair. Use **Comments** to define ‘other’ repair.

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VII. ALTERATIONS

Definition: Any change made to the original design intent, the setting or the original materials of the monument.

Method: Note the MonID# of the feature. Document any evidence by checking the appropriate boxes. Add comments to clarify the status of the alteration. If not sure, leave blank.

Alterations – An original structural or design feature has been changed.

Replacement – An element or section of original material has been replaced. Also included is the obvious replacement of a marker with a new plaque, or a block or headstone marker.

Enframements – An exterior structure encircles the monument to provide strength.

Mounting – The original monument has been installed on a wall, or in masonry.

New Carving – The inscription or decorative features has been carved with new wording or designs.

Relocation – The monument has been taken out of its original context. This alteration applies to many of the footstones that originally would have been 6-8 feet away from the primary marker and now rest flush against the primary marker.

Shelters – An open or closed structure protects the monument from the elements.

Removal – Only use this category to document when a fragile or damaged marker has been removed for safekeeping, such as to a museum or interior environment, or possibly for conservation if the removal time might be extensive.

Other – Any additional type of alteration. Use **Comments** to define ‘other’ alteration.

VIII. GENERAL COMMENTS

General Comments

Definition: Record comments regarding any condition or element not otherwise accounted for within the survey. This is also the space to record to make illustrative sketches and to document details of the inscription.

Method: Write concise and clear comments in recognized terminology for cemetery architecture and conditions. Document the inscription using brackets to show any areas where the reading is uncertain. It is not necessary to document the entire inscription. The main details of interest to later researchers will be family connections, birth dates, and age.

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IX. INSTRUCTIONS FOR THE COMPLEX GROUP OR FAMILY PLOT

For complex plots, such as family plots with multiple headstones, footstones and related markers, use the *COMPLEX GROUP AND FAMILY PLOT SURVEY* form. The definitions for all fields remain the same. However, this form allows for the documentation of how the individual plots are combined into the larger plot. This is also the place to document materials and conditions of the enclosure and any plantings.

The following provides additional instruction to those fields that differ from the *Simple Plot and Monument Feature Survey* form.

Sketch: To help in later data entry and mapping, the Group Plot layout should be sketched and numbered so that the rest of the survey documentation is clear.

Group Plot ID#: Start with the letters GP, then incorporate the most dominant CemPlotID as part of a 7-character name. Example: In a plot with 6 plots, where the largest Family named marker is in plot #924, the Group Plot ID# would be GP00924. In another case, a plot with only one large marker in plot #3200 with many smaller marker blocks, the Group Plot ID# would be GP03200.

PlotID: Document each CemPlotID in the Group Plot using the IDs already surveyed. Use additional form pages if necessary. Fragments taken off site should be documented separately with the *Fragment Form*.

Name: Indicate the first person or family name as already recorded in the **Cemetery Plot & Monument Feature Survey**. If the inscription is blank or can't be read, indicate "blank", "hidden", or "illegible" as recorded on the earlier field survey. If archival data exists to identify the marker or tomb, it will be added at a later date.

Death Date: As already recorded in the **Cemetery Plot & Monument Feature Survey**. The fields for first and last death year apply to all dates found within the Group.

Identification Comments: During data entry, these comments will be combined with the **Comments** below.

Enclosure: This applies only to an enclosure for the Group Plot, not any additional ones that might have been found on an individual plot. If the enclosure type is not in the list, mark it as "Other" and describe it in the space below.

Enclosure Material: Choose from the materials available in the **Cemetery Plot & Monument Feature Survey**. There is space for two materials.

Enclosure Condition: Rate the condition of the enclosure 1 to 4 with 1 condition problems meaning good condition and 4 meaning severe condition problems. Use "0" if there is no enclosure.

Landscape Issues: Comment here on any landscape issues relevant to the Group Plot. This would include overgrown trees, brush, ground erosion, broken paths, lack of maintenance, over-harsh maintenance, etc.

Comments: For all general comments regarding the Group Plot.

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X. INSTRUCTIONS FOR THE FRAGMENT AND REMOVAL SURVEY

It will sometimes be necessary to remove from the site a fragile poor condition marker or fragments belonging to a specific marker. It is hoped that, eventually, all broken markers can be repaired. However the conditions of many of these surveyed markers will require very special conservation treatments. Until that work can be arranged, some of the most fragile fragments should be removed to a more stable and protected environment.

For any removals, the *FRAGMENT AND REMOVAL SURVEY* form should be completed.

Site, Surveyor(s), CEM_ID, Monument Plot ID# and Grid:

Use the Definitions and Methods described in the Monument Survey Manual.

Fragment ID#:

Definition: A unique number that identifies each fragment associated with a Monument Plot ID#.

Method: Transfer the sequential numbers indicated on the Monument Plot Survey form.

Fragment origin:

Definition: The monument feature to which the fragment belongs, if discernable.

Method: Check those that apply:

Origin comments:

Definition: Further clarification of the origin of the fragment.

Method: Check which monument feature the fragment most likely came from, if discernable.

Cause of detachment, if discernible:

Definition: The known or attributed cause of damage.

Method: If discernible, note the cause.

Dimension of fragment (in):

Definition: The maximum height, width and depth of the fragment.

Method: Note the dimensions in inches.

Material and Conditions:

Use the definitions and methods from the Survey Manual. List major conditions only.

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Visible Inscription:

Definition: Any original lettering still visible on the fragment.

Method: Note each letter (in the given language) visible on the fragment. Use brackets to indicate any letters that are not certain.

Visible Design:

Definition: Original decoration still visible on the fragment

Method: Briefly describe visible decoration.

Storage Box & Location:

Definition: Fragment storage boxes are usually lined with closed cell, inert polyethylene foam.

Method: Note the box number used for storage.

Method: Note the off-site location.

Comments:

Definition: Record comments regarding any condition or storage issues not otherwise accounted for within the survey. Provide a sketch if appropriate.

Method: Write concise and clear comments in recognized terminology for cemetery architecture and conditions. Use the space below for sketches, if appropriate.