**TICK-BOX BUILDING SUMMARY**

Fill in Section 3 Features first. Please put a tick in any box to signify "Yes". A blank will be assumed to be "No". If you think it may be so, but cannot be sure, list it in the "Key Features" field followed by a "?". This information is entered into the building archaeology research database (BARD), further information on BARD, copies of this sheet, & an illustrated glossary can all be found at: www.buildingarchaeology.org.

### 1. SITE OVERALL

<table>
<thead>
<tr>
<th>Name of Building</th>
<th>(If just a part, add building name followed by: -main range, -wing, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Post code</td>
</tr>
<tr>
<td>County</td>
<td>Country</td>
</tr>
<tr>
<td>Parish</td>
<td>O S Grid Ref. _ _ / _ _ _ _ _ _ _ _ Timber Brick sections completed</td>
</tr>
<tr>
<td>Latitude</td>
<td>Longitude (Normally leave blank)</td>
</tr>
<tr>
<td>Nature of Original Building</td>
<td>Enter e.g. Dwelling, Barn, Church, Later phase, Other, etc.</td>
</tr>
<tr>
<td>Walls.</td>
<td>Timber-framed Brick Flint Stone Tile Hanging W’board Other</td>
</tr>
<tr>
<td>Roof.</td>
<td>Tiles Slate Thatch Stone Other</td>
</tr>
<tr>
<td>Summary. One sentence, 20 word max. e.g. A much re-built 3 ½ bay smoke-bay house with a fine later Georgian façade.</td>
<td></td>
</tr>
<tr>
<td>Additional Features. Optional. Up to twelve words.</td>
<td></td>
</tr>
</tbody>
</table>

### 2. DATE OF BUILD. Most old buildings have more than one phase of construction. This date is for just one phase (typically the earliest) and its associated features. Use separate sheets if recording features for subsequent phases.

<table>
<thead>
<tr>
<th>General Period (as below).</th>
<th>Best Construction Year Estimate (for sequencing analysis and report ordering)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Early Medieval&quot; before 1400</td>
<td>Based on date type code (select from below): Sty = Stylistic estimate Gra = Grafitto / Inscribed Sto = Date-stone Doc = Documentary Den = Dendro precise felling date (includes isotope dates) Mid = Dendro range midpoint value Aft = Dendro felled after C14 = Radiocarbon date Dating evidence e.g. dendro or other details</td>
</tr>
<tr>
<td>&quot;Medieval&quot; 1400-1499</td>
<td></td>
</tr>
<tr>
<td>&quot;Tudor&quot; 1500-1559</td>
<td></td>
</tr>
<tr>
<td>&quot;Elizabethan&quot; 1560-1599</td>
<td></td>
</tr>
<tr>
<td>&quot;Jacobean&quot; 1600-1639</td>
<td></td>
</tr>
<tr>
<td>&quot;Stuart&quot; 1640-1700</td>
<td></td>
</tr>
<tr>
<td>Later after 1700</td>
<td></td>
</tr>
</tbody>
</table>

### 4. WINGS AND ADDITIONS. Usually later, although wings may well be contemporary with the first build. Apart from wings (left hand column) include genuine additions only, not first build. Otherwise they are covered in Section 3.

<table>
<thead>
<tr>
<th>Wings</th>
<th>Additions</th>
<th>Any Chimneys etc. Added Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Wing(s)</td>
<td>N°…. of Extra Bay(s).</td>
<td>Central Chimney Smoke Bay</td>
</tr>
<tr>
<td>Face Wing(s)</td>
<td>Outshot(s)</td>
<td>End Chimney Smoke Hood</td>
</tr>
<tr>
<td>Probably 1st Build?</td>
<td>Any Brick Addition</td>
<td>Lateral Chimney ½ Floored Hall</td>
</tr>
</tbody>
</table>

### 5. COMPILATION. Original report in year _ _ _ _ if revised, in year _ _ _ _

This tick box by ………………. Dated ……… Data entry by …………….. Checked by …………….. Interest and Archaeological Significance ……………………. (either: Normal, Notable or Exceptional)
### 3. TIMBER-FRAME FEATURES & PERIOD GUIDE

Approx. date span given ( ), features with no span are not yet dateable.

<table>
<thead>
<tr>
<th>Medieval (incl. Early Med.)</th>
<th>Elizabethan</th>
<th>Restoration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tudor</td>
<td>Jacobean</td>
<td>See later periods 6.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1500</th>
<th>1550</th>
<th>1600</th>
<th>1650</th>
<th>1700</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Building Type
Tick one box only. Added chimneys etc will be in Section 4, Wings & Additions.

- Half-floored hall
- Chimney central
- Open hall
- Smoke bay central
- Smoke bay end
- Chimney end
- Chimney lateral
- Smoke hood
- Other

#### Roof and Roof Structure
Tick any box that applies, for a single phase of the building.

- Hipped
- Crown post
- Common-rafter
- Queen struts
- Roof brace
- Post & rafter truss
- Crown strut
- Windbraces curved
- Windbraces straight
- Pegged rafters
- Diminishing principal rafters
- Flatways rafters
- Butt purlins in line
- Roof truss other

#### Framing
Tick any box that applies, for a single phase of the building. (Bracing applies to external walls only)

- Aisled
- Close studding
- Wealden
- Close st’ing with rail
- Decorative panels
- Arch braces
- Passing braces
- Down braces curved
- Down braces straight
- Large panels
- Small square panels (1m x 1m)
- Dragon ties
- Spandrel struts
- Joists flat
- Joists on edge (or square)
- Jettying (external)

**Type of Cruck**
**Type of Apex**
**Blade form**
**Halved joints**
(e.g. True cruck, joint or base) (See Alcock 1981) (e.g. Elbowed, straight, curved) (e.g. Basic, bare-faced, notched)

#### Carpentry
Tick any box that applies, for a single phase of the building.

- Stops flat step
- Stops curved step
- Stops lamb’s tongue
- Stops run out
- Scarf splay
- Scarf side halved
- Moulded structural timbers
- Diminished haunch joist joint
- Carpenter’ Marks
- Joist simple tenon
- Joist other
- Scarf other
- Cusping
- Trestle sawn
- Pit sawn
- Cranked collar/tiebeam

#### Open Hall Features
- Moulded dais beam
- Overshot cross entry
- Internal jetty

#### Miscellaneous Features
- Bread oven
- Bacon loft
- Porch
- Outshot (first build)
- Smoke louvres (or evidence)
- Wall paintings
- Stair turret
- Mullion windows (or evidence)

#### Key Features
Lists the main features in Section 3. A searchable field for completion during entry onto the database.

*(Your can also record any additional features of interest such as: V-struts, S-braces, Tracery, Taper burns, etc.)*

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6. **BRICK, STONE & WEATHERBOARD FEATURES & PERIOD GUIDE.**
This is an optional extra sheet, primarily for brick buildings and may be completed as an addition to the main Section 3.

### Building Plan
Tick all boxes relevant to the first build:

<table>
<thead>
<tr>
<th>Number… piles</th>
<th>Number… units</th>
<th>Number… wings</th>
<th>+Outshot</th>
<th>+Lean to</th>
<th>H-plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number… storeys</td>
<td>Semi-detached</td>
<td>Terraced</td>
<td>Attached</td>
<td>Cellar</td>
<td></td>
</tr>
</tbody>
</table>

**ENTRANCE:**
- [ ] End
- [ ] Lobby
- [ ] Hearth room
- [ ] Side
- Other

**STAIRS:**
- [ ] In Hall
- [ ] Behind Chim
- [ ] Between rooms
- Other

**CHIMNEY:**
- [ ] Central
- [ ] Front
- [ ] Rear
- Single end
- Two end
- Other

**HEARTHS (on Grd floor):**
- [ ] No…...
- [ ] Brick arch
- [ ] Diagonal
- [ ] Inglenook

### Masonry
Tick any box that applies, for any phase of the building.

<table>
<thead>
<tr>
<th>Bricks: Height(cm)</th>
<th>Width(cm)</th>
<th>Length(cm)</th>
<th>Header</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Random</td>
<td>[ ] Rat Trap</td>
<td>[ ] Cavity Wall</td>
<td>Other</td>
</tr>
</tbody>
</table>

**WALL COVERING:**
- [ ] Cob
- [ ] Flint
- [ ] Galleting
- [ ] Lath & Plaster
- [ ] Wood
- [ ] Mathematical tile
- [ ] Rendering
- [ ] Tilehung
- [ ] Tuck-Pointed

The date spans ( [ ] ---- | ) given below for each feature are very approximate. (*Features with no span are not yet dateable.*)

<table>
<thead>
<tr>
<th>Stuart</th>
<th>Georgian</th>
<th>Victorian</th>
</tr>
</thead>
<tbody>
<tr>
<td>1650</td>
<td>1700</td>
<td>1750</td>
</tr>
<tr>
<td>1800</td>
<td>1850</td>
<td></td>
</tr>
<tr>
<td></td>
<td>↓</td>
<td>↓</td>
</tr>
</tbody>
</table>

### Roof and Roof Structure
Tick any box that applies, for a single phase of the building.

<table>
<thead>
<tr>
<th>Dutch Gable</th>
<th>Mansard</th>
<th>M-shape</th>
<th>Transverse ridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacobean Gable</td>
<td>Truncated pyramid (valley open)</td>
<td>Truncated pyramid (central valley covered)</td>
<td></td>
</tr>
<tr>
<td>Gambrel</td>
<td>Double span</td>
<td>Cranked inner principals</td>
<td></td>
</tr>
<tr>
<td>Side-purlins no collar</td>
<td>Butted vertical purlins</td>
<td>No purlins</td>
<td></td>
</tr>
<tr>
<td>Queen strut nailed</td>
<td>Ridge Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Queen strut pegged</td>
<td>Joist-Tied</td>
<td>Butt Rafters</td>
<td></td>
</tr>
<tr>
<td>Pitch of roof &gt;50°</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Façade Features & Windows
Tick any box that applies, for a single phase of the building.

<table>
<thead>
<tr>
<th>Façade:</th>
<th>Modillions</th>
<th>Parapet</th>
<th>Gables on the facade</th>
<th>Blind arches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentils</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Porch of 2 storeys</td>
<td>[ ] String course</td>
<td>Cornice decorated (other than Modillions/Dentils)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut/Moulded Brick</td>
<td>[ ] Cottage Ornee style</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WINDOWS:**
- [ ] Mullion & Transom
- [ ] Arched
- [ ] Dormer
- [ ] Mullion
- [ ] Gothic
- Bay or
- Bow
- Number of storeys (either case)
- Set back 10cm
- Set back/box concealed
- Wide (square or wider than it is high)
- Set back
- Horizontal sliding
- With margin lights
- Triple
- Venetian

### Carpentry
Tick any box that applies, for a single phase of the building.

<table>
<thead>
<tr>
<th>Stops:</th>
<th>Broach</th>
<th>Pumpkin</th>
<th>Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamfer Double</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Chamfer Beaded</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Moulded beam</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes and References**
Published articles, reports, documentary evidence, information used in building interpretation.

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*Note: The back of this page is blank and useful in the field for drawing a plan.*