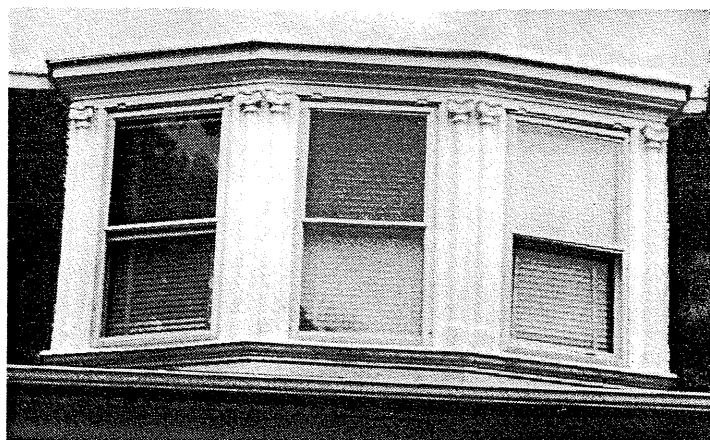


# Glossary of Architectural Terms

*with examples annotated by street address*

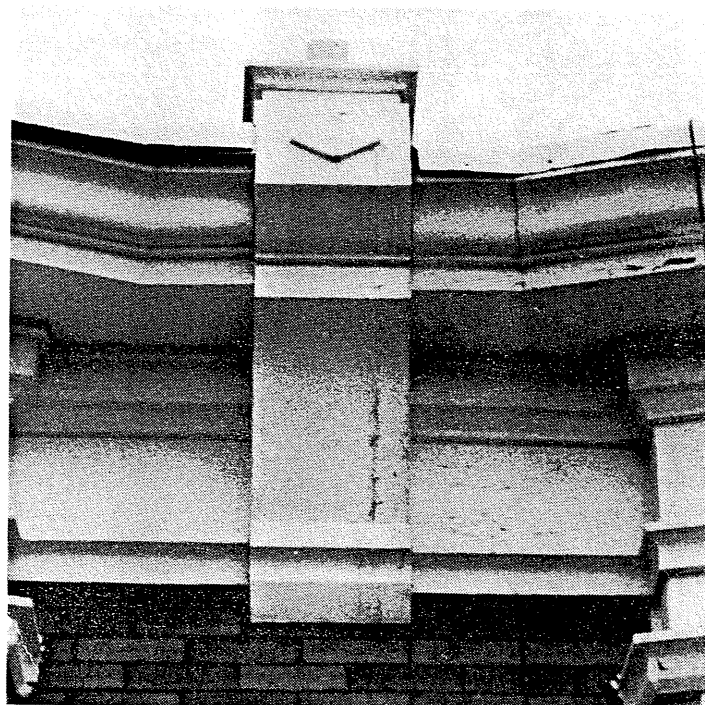
- Apron** A decorative, horizontal trim piece on the lower portion of an architectural element, such as the denticulated door apron on 921 Eldridge Avenue.
- Backpriming** The coating of unexposed surfaces of exterior wooden members with primer paint to protect against deterioration.
- Balconette** A small, projecting, decorative balcony such as on the second floor of 911 Magill Avenue.
- Baluster** One of a number of closely-spaced, short vertical pieces providing support for the railing of a balustrade.
- Balustrade** A stair, porch, or parapet railing consisting of a handrail on a series of balusters.
- Bargeboard** A decorative board attached under the projecting portion of a gable roof.
- Bay** The portion of a facade between columns or piers providing regular divisions and usually marked by windows. For example, the Thackara House at 912 Eldridge Avenue has a three-bay elevation facing the street.
- Bay Window** A window (or windows) which projects from the vertical plane of a facade, such as at the second floors of 612-618 Collings and 716-730 Richey Avenues.



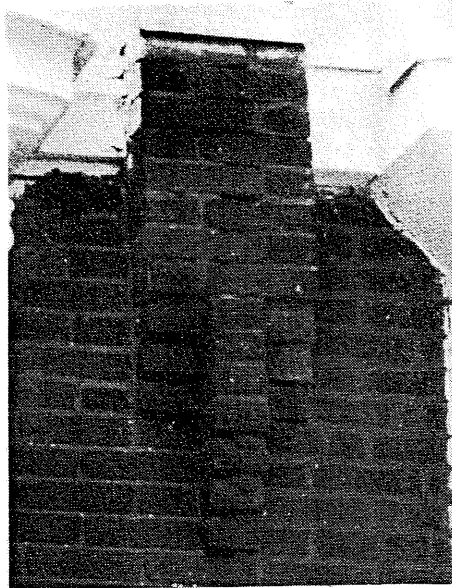
<b>Bead</b>	A continuous convex shape at the edge of molded woodwork.
<b>Belt Course</b>	A horizontal band usually marking the floor levels on the exterior facade of a building.
<b>Blind Arch</b>	A curved, recessed area above a window or door opening which is infilled in wood or stuccoed rather than glazed.
<b>Bolection Molding</b>	On exterior doors, a decorative molding which runs around the panels, overlapping and projecting beyond the door rails and stiles.
<b>Bond</b>	A term to describe the various patterns in which brick (or stone) is laid such as "common bond" or "Flemish bond".
<b>Box Cornice</b>	A hollow, projecting cornice consisting of soffit board, fascia board, and decorative wooden moldings.
<b>Bracket</b>	A projecting wooden or tin element which spans between vertical and horizontal surfaces as a decorative support, such as the porch column brackets on 416 Taylor Avenue or the cornice brackets on 438 Comley, 612-618 Collings and 811 Collings Avenues.
<b>Bulkhead Doors</b>	The paired, sloping or flat doors that provide exterior access to a basement.
<b>Came</b>	The metal strip, usually of lead, which divides the pieces of glass in a stained glass window.
<b>Cant</b>	An architectural member which forms an angle with a vertical wall, most commonly used to describe the piece of wood which diverts water at the upper face of a chimney on the slope of a roof.
<b>Capital</b>	The top element of a column or pilaster.



<b>Casement Window</b>	A window with one or two sashes which are hinged at the sides and usually open outward.
<b>Caulking</b>	The non-hardening putty-like material used to seal the joints between dissimilar exterior materials, such as where wood window trim abuts a brick wall.
<b>Cheek Walls</b>	The pair of low, often angled, support walls which flank masonry steps or bulkhead doors, such as those at the porch steps of 920 Eldridge Avenue.
<b>Clapboards</b>	Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.
<b>Classical Style</b>	Architecture inspired by the buildings of ancient Greece and Rome, especially in the designs of columns.
<b>Clipped Gable</b>	A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface such as at 430-432 Comley and 911 Magill Avenues.
<b>CMU</b>	Concrete masonry unit; a hollow, structural concrete block frequently used for building foundations and porch piers.
<b>Column</b>	A vertical structural member, usually slender and circular or square in cross-section.
<b>Common Bond</b>	A brick work pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every sixth to eighth course is laid perpendicularly, with the small "header" end exposed, to structurally tie the wall together.
<b>Console</b>	A decorative vertical element, usually of pressed tin, which ends the cornice, as between the storefronts of 610-618 and 622-628 Collings Avenue.



**Corbelling** Successive brick courses projecting beyond the face of the wall to form a decorative bracket or cornice, as seen below the cornice consoles of 1001-1007 Magill and 716-718 Richey Avenues.



**Cornerboard** A vertical strip of wood placed at the edges of a frame building.

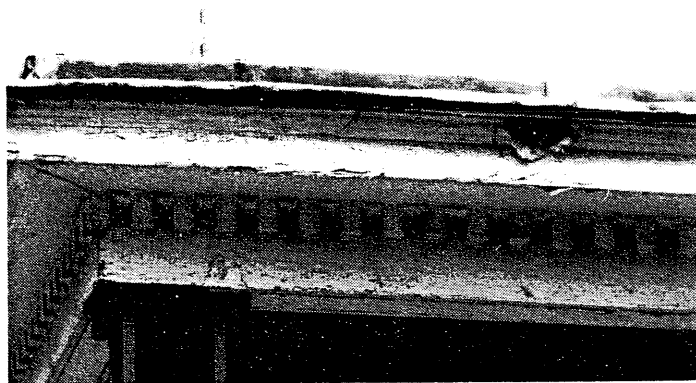
**Cornice** A continuous, projecting, horizontal element at the top of a wall.

**Cresting** A decorative row, usually of metal, ornamenting the top edge of a roof such as that of 811 Collings Avenue.

**Cross-Gable** A secondary gable roof which meets the primary roof at right angles, such as the two front cross-gables at 706-708 Magill.

**Denticulated** With dentils (see below).

**Dentils** A row of small, projecting blocks articulating a molding, such as the porch cornice of 334 Richey Avenue or the door apron of 921 Eldridge Avenue.





**Diamond Shingles**

A decorative pattern of wall shingles laid in staggered horizontal rows where the corners of the wooden shingles have been cut off at the bottom to create a diamond shape, as in the gable end of 920 Eldridge.

**Door Hood**

A decorative and functional projecting pediment above the door, such as that of 608 Eldridge Avenue.

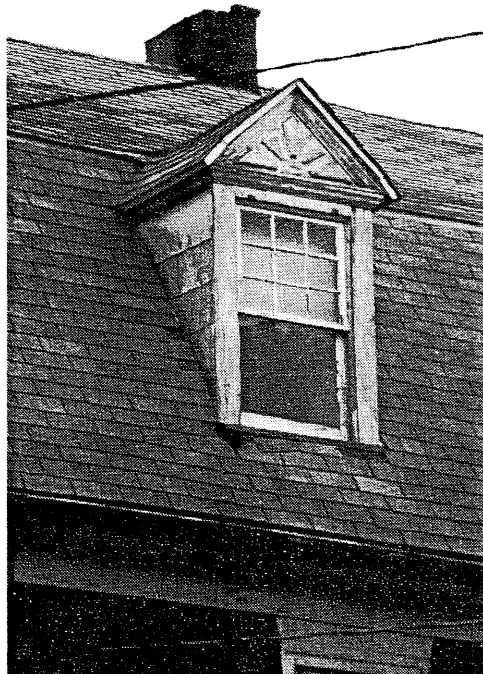


**Doric**

One of the five classical orders of architecture, predominantly used to describe tapering porch columns with molded capitals and bases such as those of 408 White Horse Pike and 401 Richey Avenue.

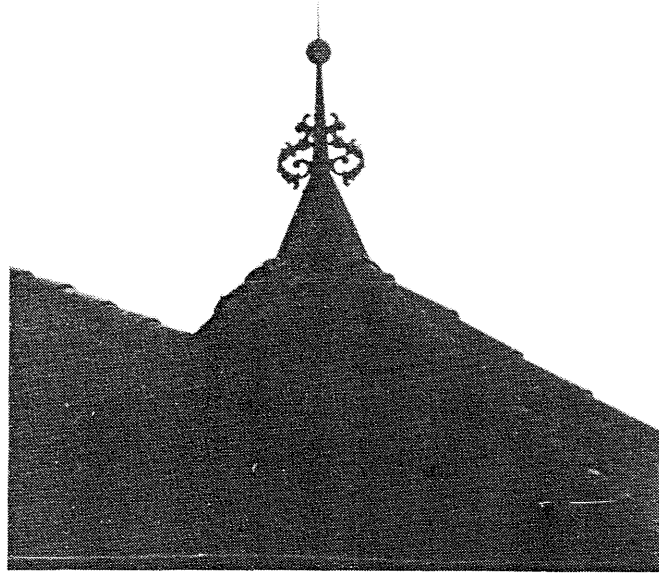
**Dormer**

A projecting vertical structure on the slope of a roof which provides light and headroom to the interior space. Illustration shows a gabled dormer at 408 White Horse Pike.



<b>Double-Hung Window</b>	A window consisting of two sashes, one above the other, both of which slide vertically on separate tracks.
<b>Downspout</b>	A hollow, vertical element, circular or rectangular in cross-section, which carries rainwater down from the roof to the ground.
<b>Dutchman</b>	A patch spliced into wooden members (where damaged or deteriorated) to match the original construction.
<b>Eave</b>	The underside of the edge of a roof where it projects beyond the wall.
<b>Efflorescence</b>	The deposit of soluble salts on the face of masonry, brought from within by water entering the wall.
<b>Elephantine</b>	A term to describe very squat, disproportionately heavy columns such as those on the porch of 911 Magill Avenue.
<b>Elevation</b>	Each of the vertical exterior walls of a building, also called facade.
<b>End Chimney</b>	A fireplace flue placed on the outside wall of one of the short sides of a rectangular building, such as 1023 Grant or 322 Sloan Avenues.
<b>Entablature</b>	The decorative and structural horizontal element at the top of a Classical Revival doorway or spanning atop columns in classical architecture.
<b>Entasis</b>	The diminishing taper of the upper two-thirds of a column.
<b>Facade</b>	Each of the vertical exterior walls of a building, especially the front face.
<b>Fanlight</b>	An arching, semi-circular or elliptical transom window above a doorway, as seen above the porch windows of 805 Eldridge Avenue and 400 White Horse Pike.
<b>Fascia</b>	The vertical surface of the horizontal element which encloses a box cornice or covers the outer edge of a porch floor structure.
<b>Feathered Edge</b>	A diminishing thickness at the edge of new material where it adjoins old, used to minimize the appearance of the joint.
<b>Fenestration Pattern</b>	The placement and rhythm of window and door openings on a building's facade.

**Finial** A projecting decorative element, usually of metal, at the top of a roof turret or gable such as on those of 816 Collings and 1001 Grant Avenues.



**Fishscale Shingles** A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends, such as on the second floor of 805 Collings Avenue.

**Fixed** A building element which does not move, such as an inoperable window or an artificial shutter.

**Flared Eave** The eave of a roof which gently curves out, extending the slope at the edge of the roof, such as those of the gambrel roof at 419 Richey Avenue and the hipped roof at 608 Eldridge Avenue.

**Flashing** Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

**Flat Seam** On porch roofs, the joint between vertical metal roofing strips which are folded together and laid flush to the roof surface to prevent moisture infiltration at the seam.

**Flemish Bond** A brickwork pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

**Flute** One of a series of decorative concave vertical grooves cut into the surface of a column or pilaster, such as the fluted columns of 712 Grant Avenue.

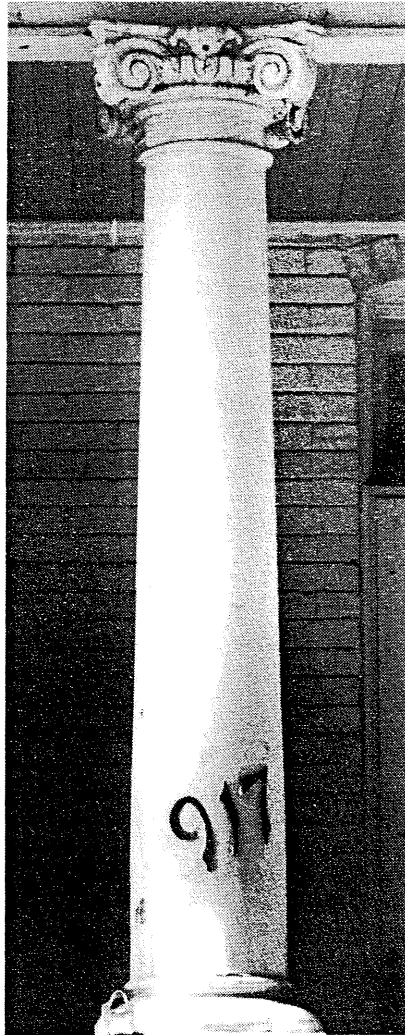
**Foliated** Decorative, carved moldings resembling flowers and leaves, as on the swags of 718 Richey Avenue.

<b>Foundation</b>	The lowest exposed portion of the building wall, which supports the structure above.
<b>Frieze</b>	The middle portion of a classical cornice; also, applied decorative elements on an entablature or parapet wall, such as on 718 Richey Avenue.
<b>Gable End</b>	The triangular portion of the vertical end wall beneath the slopes of a roof.
<b>Gable Roof</b>	A pitched roof with one downward slope on either side of a central, horizontal ridge such as the roof of the Thackara House, 912 Eldridge Avenue.
<b>Gambrel Roof</b>	A pitched roof with two different downward slopes on either side of a central, horizontal ridge such as the roofs of 315 Taylor, 419 Richey, and 322 Sloan Avenues.
<b>Glazed Header</b>	The exposed small end of a brick placed close to the heat source during firing to produce a darkened, glossy surface. The initials in the gable end of the Thackara House at 912 Eldridge Avenue are formed with glazed headers.
<b>Glazing</b>	Glass panes in a window or door opening, such as the glazed porches of 805 Eldridge and 816 Grant Avenues.
<b>Half-Timbering</b>	A decorative treatment on stucco-covered buildings where vertical, diagonal, and horizontal wooden members divide the stucco into panels such as on the portico and dormer of 1008 Collings Avenue and the second floors of 724 Grant and 925 Magill Avenues. Originating in England during the Elizabethan period when the wooden members were actually structural, this treatment characterizes houses of the Tudor Revival style of architecture.



<b>Hang Gutter</b>	The horizontal, gently-sloping element suspended from the bottom of a roof slope to direct rainwater to the downspout.
<b>Head</b>	The top, horizontal member of a door or window frame.

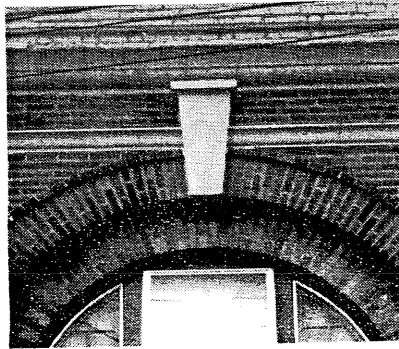
- Hipped Roof** A roof which slopes towards all walls such as that of 917-919 Magill Avenue (which also has a hipped roof dormer) and the main roof slopes of 816 Collings Avenue.
- Impost Block** The element at either side of an arch, from which it springs. There are impost blocks at the second floor of 701 Collings Avenue.
- Ionic** One of the five classical orders of architecture, used to describe decorative scroll capitals such as those on the porches of 917 Magill and 327-329 Sloan Avenues.



- Infill** New construction where there had been an opening before, such as a new building between two older structures or block infill between porch piers or in an original window opening (such as the first floor windows at 701 Collings Avenue).
- Jambs** The upright sides of a window or door opening, perpendicular to the wall, also called "reveals".

**Jigsaw Bracket** A decorative bracket cut from a flat board with a jigsaw, as on the porch of 416 Taylor Avenue, the second floor side bay of 1021 Collings Avenue, and the side door of 1013 Eldridge Avenue.

**Keystone** The uppermost wedge-shaped element at the center of an arch, such as at the second floor of 701 Collings Avenue.



**Knee Brace** An oversized bracket supporting a cantilevered or projecting element such as the pent roof at 510-512 Richey Avenue, and the dormer overhang on 907 Collings Avenue.



**Lattice** An open grille of interlacing, thin wood strips used as screening between the piers of a porch.

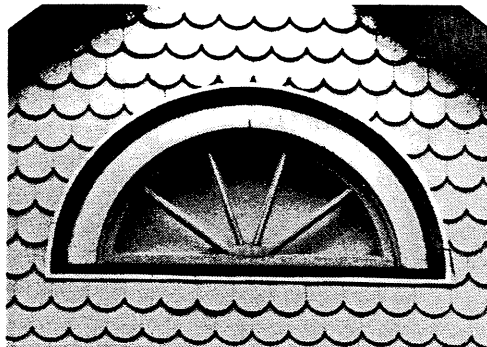
**Leaded Glass** Glass, whether clear or stained, set in lead comes, such as in the transom of 701 Collings Avenue.



**Lintel** A short, horizontal member spanning the top of an opening in a wall.

**Louvered Shutter** A vertical wooden element, hinged to close over a window or door opening, composed of sloping horizontal slats held in a framework of rails and stiles. Louvered shutters are designed to admit air but not rain.

**Lunette Window** An arched, elliptical window, as in the gable end of 600 Eldridge Avenue.



**Mansard Roof** A roof with two slopes on each side, the lower of which is very steep and usually covered with slate such as on 811 Collings and 436 Comly Avenues. This roof form characterizes houses of the Second Empire Style.

**Masonry** Brick or stone construction.

**Massing** The three-dimensional form of a building.

- Meeting Rail** The horizontal member where the lower and upper sashes of a double-hung window overlap.
- Mortar** A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.
- Mullion** A heavy vertical divider between windows or doors.
- Multi-light window** A window sash composed of more than one pane of glass.
- Muntins** Thin strips of wood which divide and hold the panes of glass in a multi-light window.
- Newel** A post at the top or bottom of a set of steps which terminates the stair railing, such as at the top of the porch stairs of 436-438 Comly and 306 Richey Avenues.

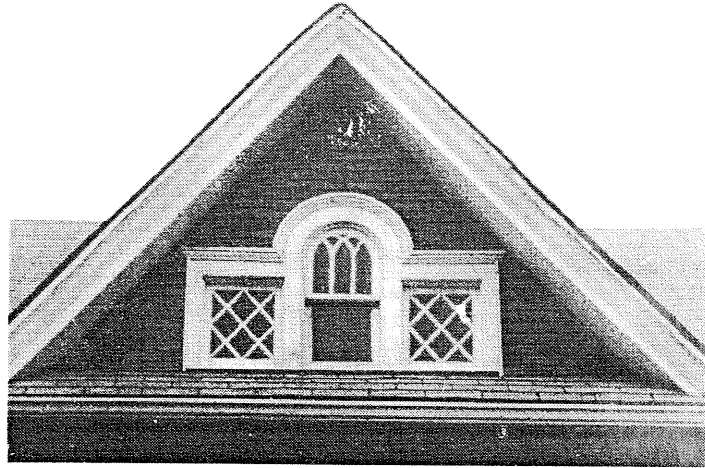


- Oriel Window** A bay window (or windows) which projects above the ground floor level such as the second floor window on the facade of 1001 Grant Avenue.
- Paired Columns** On a porch, two columns supported by one pier such as those of 923 Eldridge and 400 Sloan Avenues.



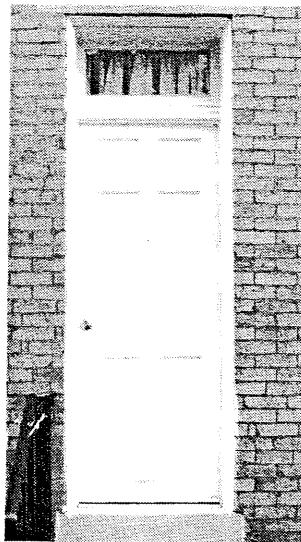
**Palladian Window**

A tripartite opening with central arched-head window flanked by smaller square-head windows which share the same sill, such as at the second floor of 508 White Horse Pike and the gable ends of 706 Magill and 416 Richey Avenues.



**Panelled Door**

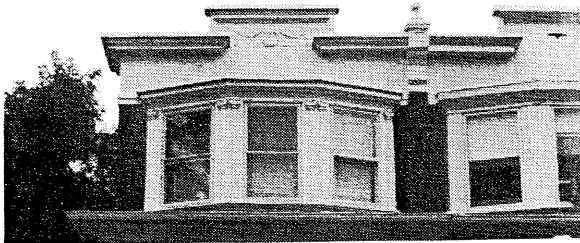
A door composed of solid panels(whether raised or recessed) held within a framework of rails and stiles, such as the side entry of 628 Collings Avenue.



**Panelled Shutter**

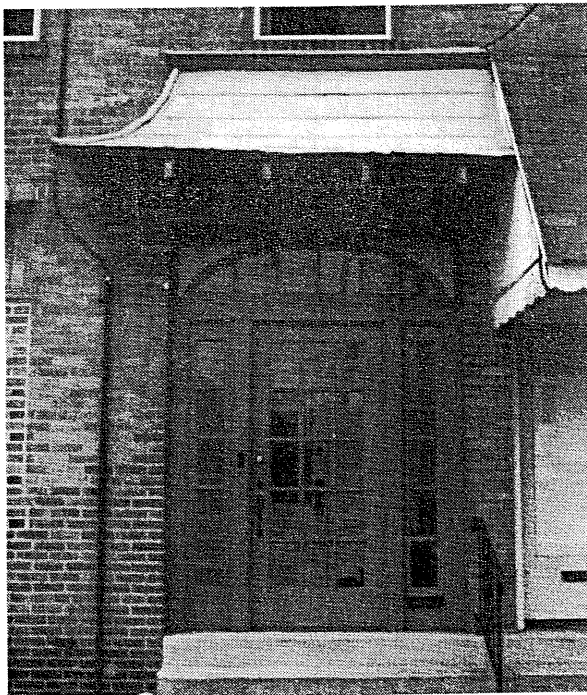
A vertical wooden element, hinged to close over a window or door opening, composed of solid panels held within a framework of rails and stiles. Panelled shutters are designed to provide additional security at a ground- level opening.

**Parapet** A low, horizontal wall at the edge of a roof, such as on 716-730 Richey, 1001-1007 Magill, and 701 Collings Avenues.

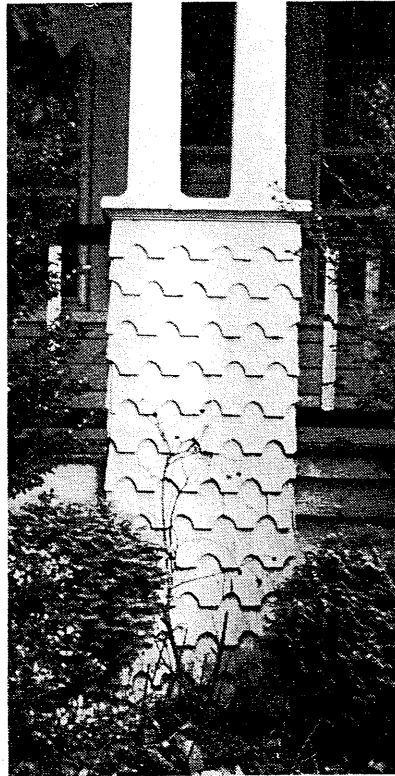


**Pediment** A crowning triangular element at the face of a roof gable or above a door opening, such as on the porch roof above the entries to 436-438 Comley and 816 Collings Avenues.

**Pent Roof** A continuous, horizontal shed roof projecting from the wall between the first and second floor windows, such as that of 530 Richey Avenue. Very common elements in colonial architecture, pent roofs were originally featured on the Thackara House at 912 Eldridge Avenue.



**Pier** A vertical structural element, square or rectangular in cross-section, such as the elements which support porch columns.



**Pilaster** A shallow engaged column or pier such as those found on the second floor bays of 718 Richey and 327-329 Sloan Avenues.

**Pitch** The degree of a roof's slope.

**Plinth** The block at the bottom of a column base.

**Pointing** The exposed jointwork of masonry construction, decoratively finished (or "tooled") to be recessed behind the face of the masonry.

**Pole gutter** A gradually-sloping horizontal channel of metal-covered wood mounted on the lower portion of a roof to direct rainwater to the downspouts. Pole gutters can be seen on the main roof of 1021 Collings Avenue and the porch roof of 416 Taylor Avenue.

**Portico**

A porch at an entrance, as at 811 Collings and 1013-1015 Eldridge Avenues, although both of these buildings originally featured porches across the full width of their facades.

**Portland Cement**

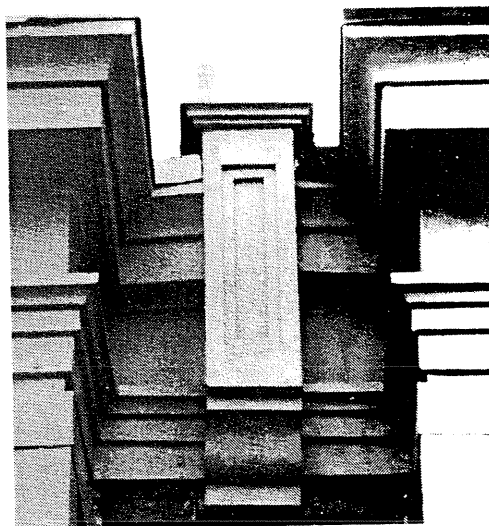
A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. (The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze/thaw cycles.)

**Preservation**

The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.

**Pressed Tin**

Decorative, as well as functional, metalwork made of molded tin and used to sheath roofs, bays, and cornices such as the roof of 701 Collings Avenue, and the bay windows of 622-628 Collings and 327-329 Sloan Avenues.



<b>Primer</b>	A base coat of paint.
<b>Quoins</b>	A vertical row of stones, wooden blocks, or brick pattern at the corners of a building.
<b>Rail</b>	A horizontal framing member of a panelled door or shutter.
<b>Raised Panel</b>	A square or rectangular board of wood which is beveled at the edges and held within the framework of a door, shutter, etc.
<b>Recessed Panel</b>	A flat, square or rectangular board of wood which is set back within the framework of a door, shutter, etc.
<b>Reconstruction</b>	The process of reproducing missing architectural elements based on physical, photographic, and documentary evidence.
<b>Rehabilitation</b>	The act of returning a building to usable condition through repair, alteration and/or preservation of its features.
<b>Restoration</b>	The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.
<b>Ridge</b>	The top horizontal member of a roof where the sloping surfaces meet.
<b>Riser</b>	The vertical face of a step.
<b>Rising Damp</b>	Moisture absorbed by masonry walls through capillary action from the soil below.
<b>Rusticated</b>	Roughening of stonework or CMUs to give greater articulation to each block, such as in the porch column piers of 401 Richey Avenue.
<b>Sash</b>	The frame of a window, into which the glass is set.

**Sash Door** A door with glazing.



**Sawtooth Shingles** A decorative pattern of wall shingles alternating long and short rectangular pieces of wood in staggered horizontal rows, such as on the second floor at 920 Grant Avenue.

**Scored Stucco** Stucco which has been tooled with shallow grooves before drying to simulate blocks of stone such as on the foundation walls of 811 Collings Avenue.

**Sheathing** Boards or other surfacing applied to a structural frame to facilitate weatherproofing and the installation of the finished surface.

**Shed Roof** A shallow, single-sloped roof such as that of the front dormers of 905 Eldridge and 907 Collings Avenues.

**Shingle Exposure** The portion of a wall or roof shingle which can be seen after it is installed.

**Shoring** Temporary structural supports to prevent the collapse of a building element during renovation.

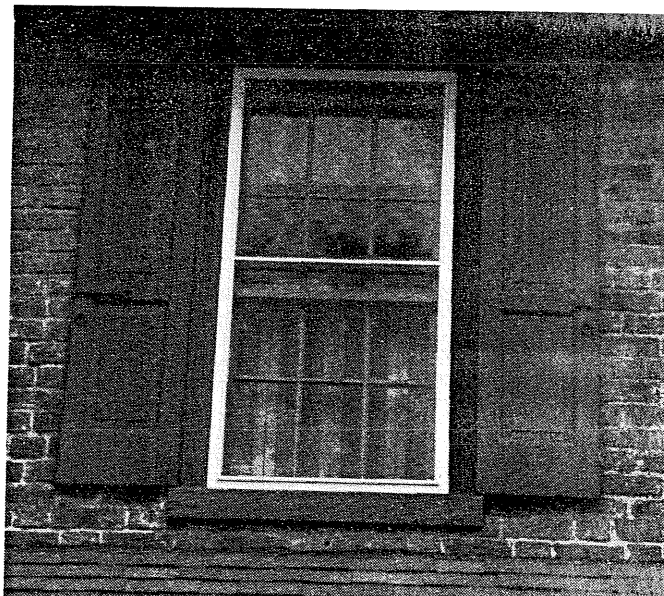
**Sidelight** A vertical, narrow window with fixed glass flanking a door, such as those at the entries to 811 Collings and 530 Richey Avenues.

**Signage Band** A continuous, flat, horizontal area above the first floor designed to receive advertising on commercial buildings, such as on 622-626 Collings Avenue.

**Sill** The horizontal member at the bottom of a door or window opening.

**Six-over-Six Window**

A double-hung window with six panes of glass in each sash such as those of the Thackara House, 912 Eldridge Avenue.



**Soffit** The exposed underside of a cornice, eave, or other spanning element.

**Spalling** The delamination of a masonry surface from the effects of moisture infiltration and changing temperatures.

**Spandrel Panel** The vertical area located between the head of the first floor window and the sill of the second floor window such as at 614-616 Grant Avenue (presently covered with artificial brick).

**Spindle** A term for a turned baluster and other decorative, thin wooden elements cut on a lathe, such as the spindles on the widow's walk of 816 Collings Avenue and the porches of 436-438 Comly Avenue and 408 White Horse Pike.

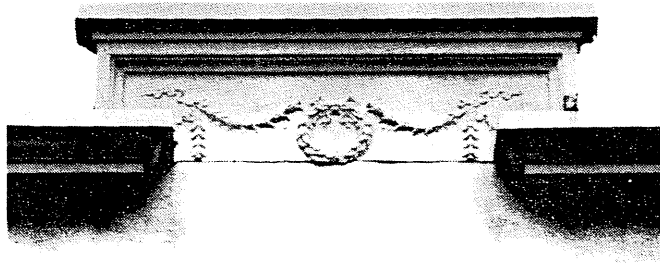
**Splash Block** A stone or cast concrete block at the base of a downspout which directs rainwater away from the base of a building.

**Standing Seam** On porch roofs, the joint between vertical metal roofing strips which are folded together and left upright to prevent moisture infiltration at the seam.

**Stile** A vertical framing member of a panelled door or shutter.

**Surround** The decorative trim around a door or window opening.

**Swag** A curved, foliated garland or draping cloth design used as an applied decorative treatment on flat vertical surfaces such as the parapets of 718 Richey and 1001-1007 Magill Avenues.



**Terrace** A raised area or walkway adjacent to a house.

**Threshold** The sill of an entrance door.

**Tooling** Decorative grooves on wood or stone, or in mortar joints.

**Tracery** Thin, intersecting lines of wood or metal creating a decorative pattern such as in the dormer windows of 312 Richey Avenue.

**Transom** A horizontal window above a door or window, usually rectangular in shape although an arched fanlight is also a form of transom. Leaded glass transoms can be seen above the first floor openings at 701 Collings Avenue.

**Tread** The horizontal surface of a step.

**Trim** The decorative as well as functional, woodwork edging openings and covering joints of a finished facade.

**Turned woodwork** Wooden elements cut on a lathe, such as the spindle of 408 White Horse Pike, and the porch columns of 416 Taylor Avenue.

**Turret** A small tower with a steep pointed roof, usually found at one corner of Queen Anne Style buildings such as 1001 and 1016 Grant and 913 Collings Avenues.

**Tuscan** One of the five classical orders of architecture, predominantly used to describe heavy, tapering porch columns with molded capitals but no bases such as those of 811 Collings Avenue.



**Two-Over-Two Window**

A double-hung window with two panes of glass in each sash such as those of 811 and 1021 Collings Avenue.



**Valley**

The internal angle formed by the junction of two sloping sides of a roof.

**Vapor Barrier**

A thin metallic or plastic sheet combined with insulation or sheathing to prevent the passage of moisture through a wall, floor, or ceiling.

**Veranda**

Another term for a porch.

**Vernacular**

A regional adaptation of an architectural style or styles.

**Wash**

A slight slope of mortar on the top surface of a brick chimney or other masonry construction designed to shed water.

**Water Table**

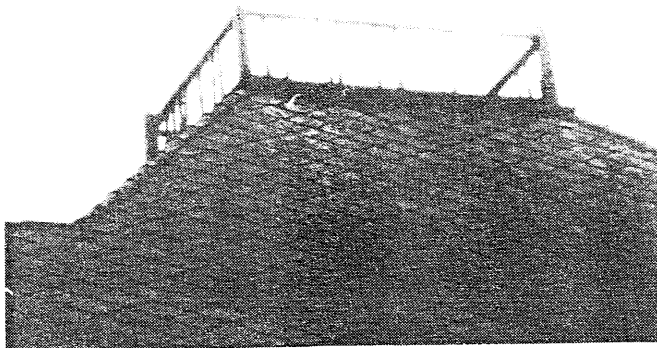
A slight projection, often decorative, at the approximate first floor line of a masonry building such as the Thackara House at 912 Eldridge Avenue and the twin at 614-616 Grant Avenue.

**Weatherstripping**

Interlocking strips of material, usually metal, that help prevent the infiltration of air around an exterior opening.

**Widow's Walk**

A decorative balustrade at the top of a hipped roof, the only surviving Collingswood example of which is on 816 Collings Avenue (also called a "captain's walk").

**Wrap-Around Porch**

A front porch which turns one or both of the building's corners to continue along the side, as seen at 911 Collings Avenue.

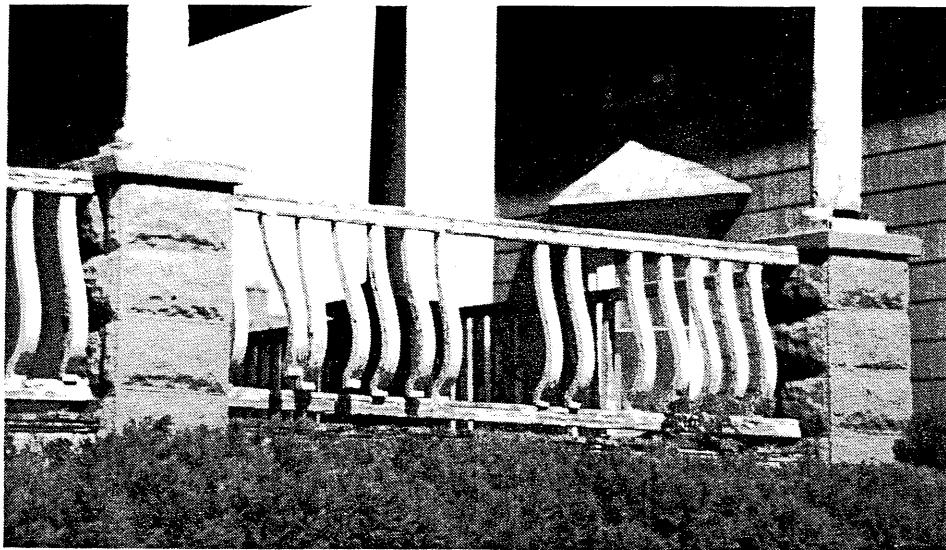
**Wrought Iron**

Decorative metalwork which is hammered, bent, and twisted into shapes [rather than poured into molds as in "cast iron"]. Historically used for fencing and basement window grilles. Since the 1950s, this has been a popular material for the inappropriate replacement of porch columns and balustrades.

## Preservation Guidelines

The preceding architectural highlights and glossary of terms introduced you to the historic building vocabulary of West Collingswood. The styles and elements of the neighborhood's structures create a visually dynamic and cohesive environment lacking in modern developments. Yet it is these character defining elements — such as brackets, finials, decorative shingles, trim details, and others — that are most susceptible to loss through unchecked deterioration and poor preservation practices. Simple maintenance tasks quickly become large preservation problems if left unattended.

From a standpoint of both cost and time it is much more effective to keep old materials than cover or replace them with new or synthetic materials. If a wooden building is repainted before the old paint coat begins to peel, costly surface preparation and wood replacement can be avoided. Then, artificial siding materials would not even be considered due to their relatively high expense, lack of architectural character, and inherent long-term problems. A preservation plan for a building is really a strategy for undertaking periodic maintenance and avoiding mistakes. Therefore, we have developed a recommended maintenance program for the property owner's convenience.



*Porches are particularly susceptible to deterioration.*

---

# Maintenance Program

## Semi-Annual Tasks:

- |  |   |
|--|---|
| <b>Cellar</b>  | <input type="checkbox"/> Inspect cellar space noting musty or damp smells. When humidity is high, a window fan or dehumidifier should be used to dry the air and prevent wood deterioration.  |
|  | <input type="checkbox"/> Inspect cellar floor for areas of standing water or visible dampness. Determine cause of moisture infiltration and take steps to arrest future infiltration.   |
|  | <input type="checkbox"/> Inspect cellar framing for fruiting bodies such as fungus growing out of wood, a sign of active biological deterioration. Treat as necessary.  |
| <b>Attic</b>   | <input type="checkbox"/> Check condition and position of insulation.  |
|  | <input type="checkbox"/> Check the roof sheathing for water stains and dampness.  |
|  | <input type="checkbox"/> Check for proper ventilation. Make sure exhaust fans are operational and vents are not housing birds' nests or other obstructions.   |
| <b>Window Wells</b>  | <input type="checkbox"/> Remove leaves and debris. Check whether standing water is collecting. The bottom of the window well should be covered with gravel (not concrete) to allow the water to percolate through the soil. Check condition of basement window trim. Repair and/or paint as necessary.  |
| <b>Roofing Shingles and<br/>Dormer Sheathing</b>                     | <input type="checkbox"/> Check for worn, loose or missing shingles. Repair leaks, weak areas, loose attachments. Replace missing shingles to match.   |
| <b>Sheet Metal Coping,<br/>Cornice, and Flashing</b>                 | <input type="checkbox"/> Check for cracks, warps, distortions or weak areas, loose or damaged seams, loose attachments. Check for loose, damaged or missing sections. Check substrate underneath for moisture damage, especially at attachment points. Replace damaged or missing sections to match existing sections. Repair leaks and weak areas. Reattach to repaired masonry or wood substrate. Paint colors for flashing should match adjacent construction. |
| <b>Gutters and<br/>Downspouts</b>                                    | <input type="checkbox"/> Look for leaks or blocked sections of gutters and downspouts during a heavy rainstorm. Clean system of any blockages and repair leaks.   |
|  | <input type="checkbox"/> Check for any loose gutters and downspouts. Reattach as necessary. Generally, replacement hang gutters should be half-round in cross-section and replacement downspouts should be of simple, uncorrugated cylindrical form.  |
| <b>Caulking Compound</b>   | <input type="checkbox"/> Check caulk for brittle, cracked or missing pieces. Remove any damaged areas, clean, prime or seal according to manufacturer's specifications, provide backer rods and bond-breaker tape as required, and replace caulk. Sealant should be a factory-mixed color to match adjacent construction or should be paintable. Caulking compound typically has to be replaced about every six years.  |
| <b>Woodwork: Doors,<br/>Windows, Shutters,<br/>Cornice, and Trim</b> | <input type="checkbox"/> Check for moisture damage, warping, splitting and unsound joints. If wood is decayed, determine source of moisture, stop leaks, and replace decayed wood and damaged flashing. Repair unsound joints. In natural finish woodwork   |

repair holes and damaged areas using wood which matches the existing in species, grain, pattern and color. In painted woodwork seal fine cracks with wood filler. Check putty for cracks or missing pieces. Reglaze where necessary. Coat all bare wood with preservative and refinish.

- ☐ Prime and paint any new flashing, putty or other glazing materials.
- ☐ Check for loose attachments of hardware. Reattach as necessary.
- ☐ Lubricate moving parts, such as door and shutter hinges with non-running grease or silicone. Open and close shutters to prevent rusting of hinges.

#### **Storm/Screen Windows**

- ☐ Remove debris; unclog any drainage slots in frames.
- ☐ Check for loose joints, deteriorated paint, corrosion, holes, moisture damage, and wear. Repair any loose joints or attachments.
- ☐ When paint finish deteriorates, prepare surface and repaint a color to match adjoining window.

#### **Glass**

- ☐ Check for cracked or broken panes of glass. Where cracked glass is modern, replace; where cracked glass is historic (distinguishable by surface imperfections), check the pane for tightness and, if loose, replace. Replace all broken glass, matching decorative pieces.

#### **Paint**

- ☐ Check for bare spots, blistering, peeling and mildew. Check where moisture is entering wood and stop leaks. Wash mildew with fungicide. Split blisters, scrape peeling areas, remove rust and sand rough spots. Coat bare wood with preservative. Prime and paint wood with two coats of exterior house paint, using materials compatible with the preservative. Typically, paint has to be replaced every 5 to 8 years.
- ☐ For ferrous metals such as cast and wrought iron, scrape and wirebrush deteriorated paint and rust from the metal before priming and repainting with paints made for metalwork [not house paint].

#### **Exterior Light Fixtures**

- ☐ Check for deteriorated paint, rust, corrosion, moisture damage, and wear. Repair any loose joints, weak links, attachments of hardware, and wiring conditions as necessary.
- ☐ When metal finish deteriorates, restore to match original.
- ☐ Replace broken glass to match original.

#### **Structural Checkpoints**

- ☐ Check exposed exterior and interior surfaces of walls and foundations, with particular attention to areas of stairways, floor openings, wall openings and changes in wall masonry material. Check for cracks, and collapsing, leaning or bulging areas or other signs of uneven settlement, movement or structural deterioration.
- ☐ Check interior wall surfaces at upper levels, with particular attention to joints between side and front and rear walls, joints between floors and end walls, and joints between partitions and ceilings. Check for cracks, crumbled plaster, gaps between finishes or other signs of movement.

- ☐ Check exposed roof framing members for rotted, split, or cracked timbers. Check exposed masonry where timbers bear on walls for crumbling or gaps which might indicate wall movement.
- ☐ If structural members have deteriorated, significant cracks or other signs of movement are observed, review structural condition of building with an engineer qualified to evaluate its condition and repair in accordance with engineer's recommendations.

#### **Chimneys**

- ☐ Check fireplace box floors for signs of brick deterioration (brick dust and/or pieces of brick or mortar) or animal activity (nesting materials, droppings, etc.). When these signs are present, consult a professional and treat accordingly.
- ☐ Have a professional inspect and clean any working fireplace flues annually.
- ☐ From the ground, check the exterior of the chimney where it projects above the roof for signs of movement. Remove television antennas which are no longer in use. Rebuild leaning chimneys, matching the material, color, design, and detailing of the original.

#### **Insect Infestations**

- ☐ Inspect building for termites and other wood-damaging insects. Note evidence of insect activity: small holes in the wood, small piles of sawdust, clay tubes, or actual insects. Annually or bi-annually this inspection should be undertaken by a professional exterminator. Treat as necessary.

#### **Landscaping**

- ☐ Check grading to assure proper drainage of rainwater away from building.
- ☐ Prune trees as necessary to promote health and to prevent branches from rubbing the building's roof or walls.
- ☐ Trim or relocate any bushes, and remove any seedlings or weeds, growing within two feet of the porch or building foundation walls.
- ☐ Remove any vines growing on the building walls.

### **Annual Tasks:**

#### **Brick Masonry**

- ☐ Check for moist areas, cracks, crumbling material, and efflorescence (white discoloration). Determine where moisture is entering masonry and repair any leaks in roofing, cornice, flashing, downspouts, and joints between masonry and other materials. Replace flashing or recaulk leaking joints as required. If significant cracks, movement, surface spalling, or material deterioration is found, review condition of masonry with a registered architect or professional engineer experienced in methods of evaluating brick and masonry. Make repairs as necessary in accordance with professional recommendations.
- ☐ Check for loose units of masonry and missing or deteriorated mortar. Repoint joints which have loose or crumbling mortar using mortar which matches original in color, texture, constituent composition and workmanship. Mortar should not have high Portland cement content and should be no harder than surrounding brick or masonry or original mortar. Conduct the following procedure: Remove deteriorated or loose mortar with hand tools to a minimum depth of 2.5 times joint width; clean joints; apply fresh mortar to

wetted joints in layers not thicker than one quarter inch. Joints should be slightly recessed to maintain original width and tooled to match original finish.

- ☐ If the masonry is heavily soiled, clean only with materials and techniques which will not damage the masonry. Scrubbing with a natural bristle brush wetted with a natural detergent in water is usually sufficient to remove dirt and grime. Sandblasting, wire brushes, grinders, sanding discs, or other abrasive methods should not be used. Nor should any harsh chemical which weakens the masonry be applied. Any chemical cleaner if required should be chemically neutralized and thoroughly rinsed off in order to remove residues that could damage masonry or finishes. Pressure water washings if necessary, should be low pressure (not exceeding 600 psi pressure at the nozzle or 4 gpm volume). Never clean masonry when there is any possibility of frost as the absorbed moisture will freeze within the wall causing severe damage.
- ☐ Snow removal materials which might damage masonry, such as salt, should not be used on masonry steps or adjacent to stone foundations or brick walls.
- ☐ Where necessary, stone work should be patched to match the original in color and texture using a low Portland cement content patching material.

#### **Stucco and Concrete**

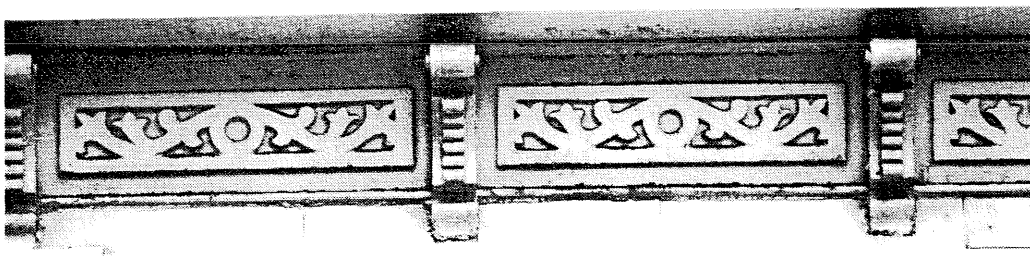
- ☐ Check for moist areas, cracks, loose chunks, or crumbling stucco and concrete. Repair using stucco or concrete patching material with the composition, color, texture, and finish of the existing material, not Portland cement. Adequately bond patches to substrate and reinforce large patches with fiberglass mesh or galvanized metal lath.
- ☐ Reflash and/or recaulk cracks and leaking joints as required.

#### **Metal Railings**

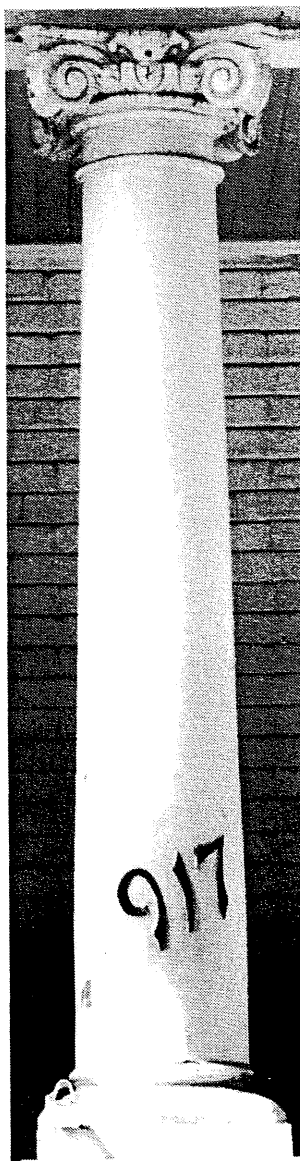
- ☐ Check for deteriorated paint, rust, moisture damage, and wear. Repair any loose joints, attachments or hardware. Remove rust, using materials and methods which will not accelerate pitting and corrosion of the metal. Prime and paint.

#### **Varnish**

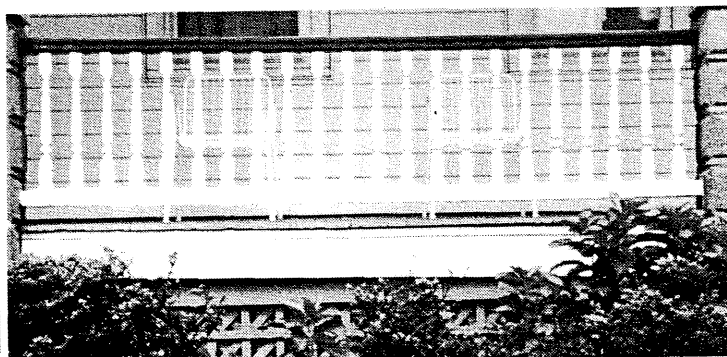
- ☐ Check for cracking, white water stains, and discolorations of varnish. Restore varnished finish as follows: first, try to restore existing varnish by softening with methylene chloride, taking appropriate safety precautions while using this solvent, and buffing with fine steel wool and a finishing oil to a new smooth finish. If that procedure is unworkable, remove existing varnish using materials and methods which will not damage the wood. Apply a non-staining preservative or water repellent, such as a proportional mix of three cups exterior varnish, one ounce melted paraffin wax, and enough mineral spirits, paint thinner, or turpentine to make one gallon. If wood has been stained, re-stain to original color. Revarnish.



# West Collingswood Preservation Plan



A Guide for the Neighborhood's Property Owners







# West Collingswood Preservation Plan

Prepared for the Borough of Collingswood, New Jersey with funding from the Certified Local Government Program of the U.S. Department of the Interior, National Park Service, administered by the State of New Jersey, Department of Environmental Protection, Division of Parks and Forestry, Office of New Jersey Heritage.

Prepared by **Westfield Architects & Preservation Consultants**

Margaret Westfield, R.A., Preservation Architect  
*Author/Prime Consultant*

and **Pennoni Associates, Inc.**

Joseph F. Luste, Jr., P.P., Director of Planning  
*Project Management*

Michael M. Westfield, Architect  
*Production Coordination*

Timothy J. Choppin, Staff Planner  
*Editorial Review*

Harry R. Smith, Architectural Draftsman  
*Graphics Assistance*

Marie Piccone, Administrative Assistant  
*Typing*

with historical research by

Doris E. Hand, Borough Historian

Peter P. Childs, Director, Collingswood Library

and the **Borough of Collingswood**

Michael G. Brennan, Mayor

Frank F. Law, Jr., Commissioner

Maurice J. Maley, Jr., Commissioner

Mark J. Lonetto, Borough Administrator

Vincent T. Cangelosi, Community Planner

August 1989