

NCPTT CEMETERY SURVEY FORM

Name of Cemetery _____
Owner of site _____
Location Ref. No. _____
Name of Recorder _____
Date of Recording _____

County _____
Photo Date _____
Negative No _____
UTM Coordinates _____
Name of contact + # _____

NAME(S): Last _____ First _____ Middle _____

MARKER AND ASSOCIATED OBJECTS:

- Head/Marker
- footstone
- crypt
- slab
- fencing
- tablet with slotted base
- mausoleum/tomb
- Stone or metal baskets
- vault
- bed stead/curbing
- obelisk
- other

MATERIALS:

- granite
- marble
- limestone
- sandstone
- wood
- concrete
- brick
- schist stone
- limewash
- stucco
- paint
- lead
- zinc or bronze
- modern Coating
- brick
- cast Iron
- wrought Iron
- other _____

OVERALL DIMENSIONS WIDTH _____ HEIGHT _____ DEPTHS _____

ORIENTATION (marker faces)

N N/E E S/E S S/W W N/W

CARVED SURFACE

Front Back Top Side Panels End Panel Other _____

CONDITION OF CARVING

Mint Clear but worn Mostly readable Traces Illegible Underground

Makers Mark: Name of carver _____

DESCRIPTION OF DESIGN

RECORD OF INSCRIPTION

OVERALL CONDITION

Soiled Stained Delaminating Graffiti Biological Activity Erosion
 Blistering Scaling Flaking sugaring/powdering Cracked Tilted Fallen
 Sunken open joints fragmented lost materials _____
 Previous repairs _____ Date of repair _____ By _____

Type of interment: Individual: one interment. Family: two or more interments Undeterminable

NCPTT DEFINITION OF TERMS USED IN SAMPLE CEMETERY SURVEY FORM

Condition of Carving

Mint: Carving is in perfect condition, as though it was just carved.

Clear but worn: Carving shows some wear, but legibility is not affected

Mostly readable: Carving is difficult to read without directing light across the surface

Overall Condition

Soiled: The surface is covered with dirt but can be easily washed off with water

Stained: the surface exhibits stains that cannot be easily removed with water

Delaminating: the stone is splitting off in layers, similar to what happens when interior plywood is subjected to moisture

Graffiti: designs not part of the original design are drawn, painted, sprayed or scratched on the stone

Biological activity: lichen, mold, or mildew found on the surface

Erosion: sections of the stone are worn off, usually from wind or water

Previous Visible Repairs

Adhesive repairs: repairs to the stone with epoxy or some other adhesives have not been cleaned off the surface following repairs (may have turned a butterscotch color because of ultra-violet light)

Replacement: total replacement of the original stone which can be determined by the date of death or the newness of the stone

Portland cement: a hard gray material improperly used to repair gravestones or encase fragments (this

Traces: Parts of the carving are visible but difficult to read or to determine the whole design

Illegible: None of the carving can be read

Underground: Stone is lying face down or buried so carving cannot be read

Blistering/flaking/scaling/powdering: Small or isolated areas missing, or surface of stone is loose

Cracked: stone is cracked but not broken into separate parts

Tilted/fallen/sunken: the stone is not in its original alignment or is partly below the surface

Open joints: the mortar in joints is missing

Fragmented: sections of the stone are broken into many parts

Lost material: parts of the stone are missing, such as a finial (terminating detail on the top of the gravestone)

material is commonly used to construct sidewalks and foundations of buildings)

Coatings: used on some stones to extend the life of the material; however, most coatings are not appropriate (limestone and marble with a shiny or milky finish probably have a coating on them)

Iron pins/braces: improper method to secure pieces of stone together or to support the stone which usually results in the iron rusting and staining the stone

Structures Marker

Headstone/Marker: sign or indication of a burial placed at the head of the body.

Footstone: sign or indication of a burial placed at the foot of the body, usually smaller.

Box tomb/basal: box shaped monument built above ground; burial usually takes place below ground, usually about 3' by 6' and 2'-3' high.

Vault: burial chamber commonly below ground.

Materials

Marble: A hard usually white rock with visible crystals that fizzes with a drop of vinegar. This metamorphic rock contains calcium

Limestone: This medium to soft rock consists mainly of calcium and is white to buff color. It also fizzes with vinegar or other acids.

Granite: This igneous rock has visible medium to large crystals, usually grey in color but commonly found in pink, red, or black.

Slate: A fine-grained metamorphic rock, with naturally smooth finish that tends to separate along bedding planes, commonly a grayish color.

Sandstone: A sedimentary rock consisting of sand consolidated with binder, porous, easily worked, and susceptible to separating (also known as brownstone when in red/brown color).

Schist: Metamorphic rock, banded layer, medium crystals, color is streaky, silver, black, white, green.

Brick: Used in foundations for markers and construction of monuments, historically pointed with lime-based mortar.

Wood: Produced from trees, this material is used commonly in fences and markers, deteriorates much more quickly than stone.

Paint: Pigment suspended in liquid used to coat Surface

Mausoleum: large structure or building built above ground for burials.

Bedstead/Curbing: resembles the framework of a bed with side pieces and end pieces in addition to marker.

Obelisk: stone pillar with a rectangular cross section tapering towards a point (Example Washington Monument).

Cast Iron: An iron-based metal that is fabricated in sections and bolted together, cast in a mold allowing for greater detail. Sections are usually bolted together.

Wrought Iron: An iron-based metal shaped by forging allowing more delicate pieces.

Bronze: A copper and tin metal alloy that usually forms a brown or possibly green patina.

Lead: A soft malleable metal with several historical uses including to hold fence pieces together or in place, to shim stones, and cast in sculpture.

Zinc (White Bronze): Cast metal that has a bluish color and is very durable.

Concrete: Lime or Portland cement based used in construction and markers themselves, concrete markers often with a less refined appearance.

Glass: Commonly found as windows in mausoleums, may be leaded or stained glass. Coatings Limewash – finish made from lime and water used to protect surfaces.

Cement Wash: Modern wash with a cement additive.

Stucco: Finish made from sand, water, and lime to coat exterior, also concrete stucco.

NCPTT CEMETERY SURVEY FORM: Taking Images

List of Images required to document a Monument in present condition

Date Images taken _____ Photographers Name _____

- Monument in context of other markers and significant site landmarks
- Front view of monument
- Back view of monument
- Side view of monument if relevant
- Close up of carved text
- Close up of carved details

List of Images required to document a Monument as work is being conducted

Date Images taken _____ Photographers Name _____

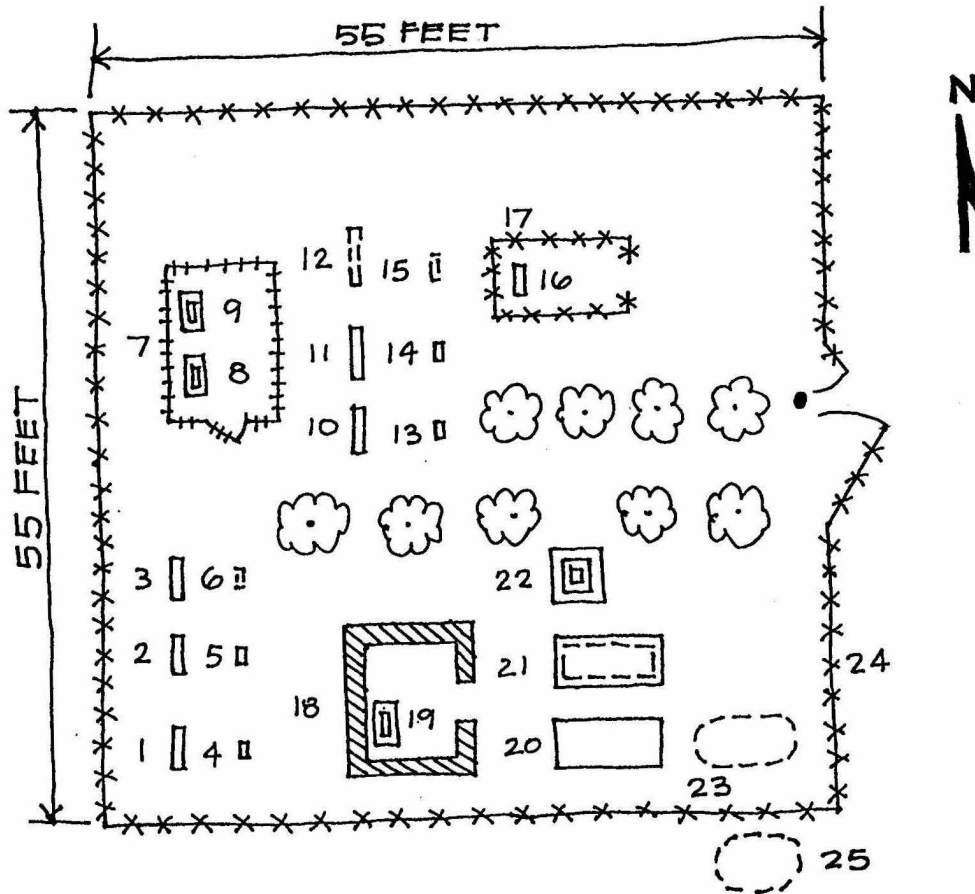
- Take images of monument before any work is done (see list above)
- Take photographs of any revealed details as the monument is deconstructed
- Take photographs of any found objects during the work
- Take images of work as it is happening
- Take images of all finished work



When developing a strategy to take photographs one should find an easy way to add information into the photo which gives context to each image without distracting from image. Such as a black board. (See image as example)

NCPTT CEMETERY SURVEY FORM: developing a map

UTM Coordinates: A set of coordinates (easting and northing) that indicates a unique location according to the Universal Transmercator Grid appearing on maps of the United States Geological Survey (USGS). Indicate the centermost coordinate within the cemetery boundary (include Zone, Easting and Northing coordinates).



LEGEND

- | | | | |
|--------------------------------------|------------------------|------------------|-----------------|
| | | | |
| TABLET | MISSING TABLET | SLAB | CRYPT |
| | | | |
| FOOTSTONE | MISSING FOOTSTONE | DEPRESSION | CYPRESS TREE |
| | | | |
| MONUMENT (OBELISK, COLUMN, PEDESTAL) | TABLET W/ SLOTTED BASE | WOVEN WIRE FENCE | CAST IRON FENCE |
| | | | |
| | STONE WALL | | |