

Queensmead School
Queens Walk
Ruislip
HA4 0LS

WRITTEN SCHEME OF INVESTIGATION FOR A LEVEL 2 STANDING BUILDING SURVEY

Date 02/07/2020

Project Manager: Phil Stastney



**Queensmead School
Queens Walk
Ruislip
HA4 0LS**

Site Code TBC
NGR 511718 185502

Planning reference tbc
Condition Number tbc

Written Scheme of Investigation for a Level 2 Standing Building Survey

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Contents

<u>Contents</u>	<u>2</u>
<u>1</u> <u>Introduction</u>	<u>3</u>
<u>2</u> <u>Objectives of the Standing Building Survey</u>	<u>7</u>
<u>3</u> <u>Standing Building Survey Method Statement</u>	<u>8</u>
<u>4</u> <u>Archive and Reporting</u>	<u>10</u>
<u>5</u> <u>Project Timetables and Staffing</u>	<u>12</u>
<u>6</u> <u>Funding</u>	<u>13</u>
<u>7</u> <u>Bibliography</u>	<u>14</u>
<u>8</u> <u>Appendix: Management, delivery and quality control</u>	<u>15</u>
<u>9</u> <u>Appendix: General Objectives of a Standing Building Survey</u>	<u>17</u>
<u>10</u> <u>Appendix: Generic Standing Building Survey Procedures</u>	<u>18</u>

Figures

Fig 1	4
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1 Introduction

1.1 Project Background

- 1.1.1 This Method Statement (also 'Written Scheme of Investigation' or WSI) for a standing building survey on the site of Queensmead School, Queens Walk, Ruislip HA4 0LS has been commissioned from MOLA by Morgan Sindall.
- 1.1.2 The site currently comprises Block B which is made up of five pre-fabricated single storey buildings constructed in 1953 by Yorke, Mardall and Rosenberg. The site is located in the London Borough of Hillingdon and is set within school ground, bounded to the north by Long Drive, to the east by Queens Walk, and to the south and west by Victoria Road (Fig 1). The approximate centre of the site lies at National Grid Reference (NGR) 511718 185502. The building is currently vacant.
- 1.1.3 The proposed development of the site includes the demolition and replacement of block B with a 2 storey block in the same location and with the same footprint. The new build will house the Design and Technology classrooms and a plant room.
- 1.1.4 The purpose of this document is to present a 'written scheme of investigation' for a standing building survey, which represents the mitigation strategy necessary to discharge the archaeological conditions attached to the Planning Consent for the redevelopment at the site.
- 1.1.5 Recording will be undertaken within one day, prior to the demolition of Block B. This WSI summarises this work phase.
- 1.1.6 The results of the standing building survey will be set out in a report to be issued within two weeks of completing the fieldwork. The site archive will be deposited with the London Archaeological Archive (LAA) within twelve months of issuing the report.
- 1.1.7 This document sets out the methodologies (including Health & Safety) which will be followed during the standing building survey and during the post-excavation reporting stages. These will follow the Standards and Code of Practice laid down by the Institute for Archaeologists, local and regional planning authority archaeology guidance, Historic England Centre for Archaeology Guidelines where appropriate and research priorities established in the Museum of London's *A research framework for London Archaeology*, 2002.
- 1.1.8 Other relevant documents include:
- the Heritage Statement (MOLA, 2020). This presented the initial project background and history, including the significance and setting and an assessment of impact
 - An Asbestos Survey was undertaken and a report produced by SOCOTEC Asbestos Ltd in January 2020
 - Various existing site plans provided by Lungfish Architects



Fig 1 Site location

1.2 Planning and Legislative Background

- 1.2.1 The development is currently pending planning permission through Hillingdon Council (Reference no. 12933/APP/2020/1023) and was received 25.03.2020. The application was for the

Demolition of the existing Block B (including basement plant room, adjacent canopies and water tower) and the erection of a new 1974sqm two storey school building including associated access and two free standing canopies

- 1.3 The subject site does not contain any nationally designated (protected) heritage assets; such as scheduled monuments, listed buildings or registered parks and gardens. The site does not lie within a conservation area. The school is locally listed by the London Borough of Hillingdon.

1.4 Brief Summary of the Buildings

- 1.4.1 Block B ("the site") was one of the original buildings built when the school opened in 1953. Its architectural style and design are typical of Yorke, Mardall and Rosenberg, with its double glazed façades and timber and steel framing. The buildings are presently vacant and in a poor condition internally and externally.

1.5 MOLA Team and Other Responsibilities

In the document below the following terms should be understood:

- 1.5.1 *MOLA (Museum of London Archaeology)* is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED.
- 1.5.2 *Project Manager* - MOLA office based manager who is the client's principal point of contact and who has overall responsibility for the project budget and delivery.
- 1.5.3 *Site Supervisor* - MOLA site based manager who is responsible for the direction of the field team. Site supervisors on larger sites will tend to be Project Officers in grade, whilst on other sites they will be Senior Archaeologists. On some sites there may be both a Project Officer and/or one or more Senior Archaeologists.
- 1.5.4 *Archaeologists* - MOLA Buildings Archaeologist staff responsible on site for archaeological fieldwork.
- 1.5.5 *Field Services Operations Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.5.6 *Health and Safety Compliance Manager* – MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement.
- 1.5.7 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.5.8 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work (see section 5.1). These might for instance include but not be restricted to shoring, lighting, facilities, fencing, additional labour, spoil removal, etc The Attendance Contractor may be the same as the Principal

Contractor, or it may be subcontracted to the Principal Contractor or it may sub-contracted to MOLA.

- 1.5.9 *Sub-contractor* – where this term is used in this document it refers to any contractor employed directly by MOLA during the course of its work on the site.

2 Objectives of the Standing Building Survey

2.1 Specific Objectives and Research Aims

- 2.1.1 The objectives of the Standing Building Survey have been laid down in the Brief which states the need for recording and historic analysis which addresses the building's structure, architectural detail and archaeological evidence.
- 2.1.2 A Level 2 standing building survey includes a descriptive record, where an examination of the building will produce an analysis of its development and use and will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based.
- 2.1.3 The proposed work has the following main components:
- To undertake a photographic record of the building, including detailed and general shots of the interior and exterior fabric of the building, where this can be safely done.
 - To investigate, analyse and describe the fabric of the building before demolition, with the aim of elucidating its use and structural history, and record and analyse the resulting evidence for this history using applicable archaeological methods.
 - To make a detailed record of the existing building in its present condition, by means of photography, scale drawings, with the use of existing scale drawings to be supplied by the client.
 - To consult documentary sources for the history of the building on the site.
 - To report the results in suitable form, publish a summary and register the report through the Historic England OASIS form, with the Borough of Lewisham Planning Department and with the Museum of London Archaeological Archive (LAA).
- 2.1.4 A measured survey was conducted by Lungfish Architects. The resulting plans and elevations have been supplied to MOLA by the client or the client's agents in PDF form and will be an important component of the project. These will be required by MOLA prior to the start of the work on site. They will be annotated on site by MOLA, with the addition of details of historical features and will be included in the archive record.
- 2.1.5 Other documentary sources of information may also be consulted in order to obtain comparative stylistic and other information by which to identify and date elements of the building, such as joinery and brickwork.

3 Standing Building Survey Method Statement

3.1 Background

- 3.1.1 A unique site code will be agreed with the LAA (Museum of London).
- 3.1.2 Unless otherwise stated below, the generic terms in Section 10 Appendix: Generic Standing Building Survey Procedures are applicable.

3.2 Standing building survey

- 3.2.1 Standing building survey methodology will be as set out in Section 10 Appendix: Generic Standing Building Survey Procedures.
- 3.2.2 All records will correspond to and/or be appropriate for Level 2 Standing Building Survey as defined in Historic England's guidance (Historic England, 2016).

3.3 Physical investigation

- 3.3.1 Physical investigation of the building will be carried out on site, prior to their demolition and alteration. This aspect of the investigation will be selective, aimed at elucidating significant details regarding fabric, function, or the methods/order of construction and development.

3.4 Written records

- 3.4.1 Creation of written records will be as set out in Section 10 Appendix: Generic Standing Building Survey Procedures.

3.5 Drawn records

- 3.5.1 The production of on-site measured drawings showing plan and elevation details are not envisaged although this is reliant on MOLA receiving comprehensive and recent survey drawings. These drawings will be annotated on-site by MOLA archaeologists to record aspects and features of interest.
- 3.5.2 On-site drawings, annotated sketches made by MOLA together with the annotated supplied drawings will be included in the archive.
- 3.5.3 Any drawings supplied to MOLA for use on site will be checked for accuracy. Areas or archaeological features of significance will be located on such drawings, whilst architectural details, such as mouldings or window frames, may also be drawn, either as a measured and annotated sketch.

3.6 Photographic records

- 3.6.1 The record will include photographs taken both externally and internally as required using large format digital cameras.

- 3.6.2 The photographic record will be sufficiently thorough and detailed to illustrate all significant phases, structures, important structural relationships, and individual items of interest.
- 3.6.3 Additional photographs will be taken to be used in the off-site analysis of the building.
- 3.6.4 MOLA will provide its own appropriate lighting equipment e.g. a portable flash or tungsten halogen lamps, if required. For necessary attendances (e.g. electricity) see Attendances, Section 5.1. Use of computers

3.7 Use of Computers

- 3.7.1 Use of computers will be as set out in Section 10.

3.8 Documentary Research

- 3.8.1 An appropriate level of documentary research conforming to the level of recording will be conducted for the purpose of drawing a historical background and chronological history of the buildings and the site. This will be as set out in Section 10 Appendix: Generic Standing Building Survey Procedures.

3.9 Salvage and Conservation Procedure

- 3.9.1 The removal of items or materials from site is not envisaged during the building recording survey and the costs associated with removing, conserving, lifting and curation of salvaged objects or structures remain outside the agreed budget for the archaeological project. If during the course of the survey items or features of interest are discovered and deemed important enough to salvage by MOLA, a separate instruction and agreement from the client will be sought. Therefore no items or materials will be removed during the building recording survey unless it is by pre-arranged, mutual agreement between MOLA and the client.

4 Archive and Reporting

4.1 The Project Archive

- 4.1.1 The Project Archive will include all materials retained (or the comprehensive record of such materials as referred to above) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent before permanent transfer to the Museum of London.
- 4.1.2 Records will be curated and be made available for public consultation in a site archive compatible with other archaeological archives in the Museum of London and adhering to standards set out in the following:
- Archaeological Archive Forum, *Archaeological Archives: a guide to best practice in creation, compilation transfer and curation* (2011)
 - Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London* (2009)
 - Museums and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992)
 - Society of Museum Archaeologists' draft *Selection, Retention and Dispersal of Archaeological Collections* (1992)
 - Society of Museum Archaeologists (1995) *Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales*
 - United Kingdom Institute for Conservation *Guidelines for the preparation of excavation archives for long term storage* (1990)
- 4.1.3 Copyright of the written archive will be vested in the Museum of London.
- 4.1.4 The archive will be presented to the archive officer or relevant curator of the Museum of London within 12 months of the completion of any publication work (unless alternative arrangements have been agreed in writing with the Local Planning Authority).

4.2 Post-fieldwork Reporting and Dissemination

- 4.2.1 Following the completion of field work, the assessment of the site records will lead to a Report in accordance with 'Appendix 4: assessment report specification'. in the *Management of Archaeological Projects* (MAP2).
- 4.2.2 This will form a basic/descriptive/analytical record and will present conclusions regarding both the building's development and use, but will not present in detail the evidence on which these conclusions are based.
- 4.2.3 In addition to this technical report, which MOLA is obliged to prepare an additional interim report giving an overall view of the project and its results in non-technical language which may be prepared and issued to the client and other relevant parties on or before completion of the Report.

4.3 Publication and Dissemination

- 4.3.1 In all cases a short summary of the results of the work will be submitted through the Historic England OASIS archaeological data collection form, and for publication in the 'Excavation Round-up' of the *London Archaeologist*.
- 4.3.2 Where potential for further archaeological work is identified and detailed proposals for this set out in the *Report*, further analysis and research may also be required, leading ultimately to publication in either a dedicated site-based monograph report (produced by MOLA), or in one of the relevant national or period-based archaeological journals or regional journal within five years (or as near as possible subject to availability of space in appropriate journal) of the completion of fieldwork on site.
- 4.3.3 Agreement has been reached with the client to allow a contingency sum to cover the estimated cost of such further analysis and separate publication programme according to standard proportions recommended by Historic England, in the event of such publication being recommended by the Local Authority.

5 Project Timetables and Staffing

5.1 Attendance Requirements

- 5.1.1 This section provides a summary of likely attendance requirements to be provided for MOLA by the site Attendance Contractor during the standing building survey fieldwork.
- 5.1.2 If necessary, these will be revised in light of on-going discussions on methodology. The section is based on standard MOLA procedures, adapted to meet the particular requirements of the project.
- 5.1.3 The Attendance Contractor will be employed by the client.
- 5.1.4 As part of the **site preparation** works, the building, or those parts of the building which require recording, will be made safe to access by the Attendance Contractors
- 5.1.5 **Enabling works.** Any design for temporary works necessary to ensure the structural integrity of buildings will be agreed with the client and/or his representatives in advance to minimise disruption to the archaeological programme.
- 5.1.6 After the completion of site preparation works there will be a '**hand-over meeting**' to ensure that the on-site conditions are acceptable to the MOLA Project Manager and MOLA Health and Safety Officer.
- 5.1.7 **Safe access** routes will be installed prior to the fieldwork, and to be maintained throughout the period of the excavation by the Attendance Contractor. Handrails and ladders will be provided as required. Safety guard-rails and suitable access points into the site and areas of recording, away from any site traffic and machinery.
- 5.1.8 **Lighting:** for photography, MOLA will provide their own appropriate lighting equipment (this will be a portable flash or tungsten halogen lamps); however MOLA requires the client/contractor to provide an on-site 110v power supply in order to recharge photographic lighting batteries. In addition basic task lighting is required throughout all parts of the building that MOLA needs to access to carry out the work specified.
- 5.1.9 **A Parking** space will be required when the MOLA Photographer is on site as a vehicle is used to bring the photographic equipment to site.
- 5.1.10 A suitable **security** system to operate overnight, weekends and holidays. Normally this means adequate hoarding/HERAS fencing and locks.
- 5.1.11 Effective channels of **communication**, including a designated supervising engineer and/or client's project manager to liaise with the Site Supervisor and Project Manager from MOLA. A designated contractor's agent will be necessary to implement agreed attendances.

6 Funding

- 6.1.1 Funding arrangements for the fieldwork and report have been agreed between MOLA and the developers/client, together with agreements for attendance requirements and facilities required.

7 Bibliography

- ACAO, 1993 Model briefs and specifications for archaeological assessments and field evaluations, Association of County Archaeological Officers
- Archaeological Archive Forum, 2011 Archaeological Archives: a guide to best practice in creation, compilation transfer and curation
- BADLG, 1991 Code of Practice, British Archaeologists and Developers Liaison Group
- Corporation of London, 2002 Unitary development plan, Lewisham local development framework, Core Strategy Development Plan, October 2010
- Chartered Institute for Archaeologists, (CIFA), 2014 *By-Laws, Standards and Policy Statements of the Chartered Institute for Archaeologists, Standard and guidance: the excavation and recording of standing buildings*
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- DCLG [Department of Communities and Local Government], March 2012 National Planning Policy Framework.
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- English Heritage 1998 GLAAS Archaeological Guidance Papers.
- English Heritage 2005. The Presentation of Historic Building Survey in CAD
- English Heritage 2010. PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide superseded by the NPPF
- Historic England Greater London Archaeology Advisory Service, 2015 *Guidelines for Archaeological Projects in Greater London*.
- Historic England, 2016. Understanding Historic Buildings: a guide to good recording practice.
- The Museum of London, 1994 Archaeological Site Manual
- Museum of London, 2009 *General Standards for the preparation of archaeological archives deposited with the Museum of London*
- Royal Commission on Historical Monuments, England, 1996 Recording historic buildings: a descriptive specification

8 Appendix: Management, delivery and quality control

- 8.1.1 MOLA (Museum of London Archaeology) is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED). It has its own independent Board of Trustees but works in partnership with the Museum of London via a Memorandum of Understanding.
- 8.1.2 MOLA is a 'Registered Organisation' with the archaeological professional body, the Chartered Institute for Archaeologists (CIfA). The *CIfA Register* is a rigorous Quality Assurance scheme for archaeologists. In order to be accepted, MOLA has passed a Board resolution to comply with the CIfA Code of Conduct and Standards, to demonstrate that compliance through bi-annual re-registration, to submit to regular CIfA inspections, and to ensure that all MOLA activities are under the overall direction of a Member grade (MifA) 'responsible post-holder'. The Registered Organisation scheme also provides procedures for investigating and handling of external complaints.
- 8.1.3 MOLA is currently working with a specialist consultant towards achieving an ISO9001 Quality Management standard (proof can be provided if required).
- 8.1.4 MOLA subscribes to and abides by the general principles and specific terms of the *Code of Good Practice On Archaeological Heritage in Urban Development Policies* established by the Cultural Heritage Committee of the Council of Europe, and adopted at the 15th plenary session in Strasbourg on 8-10 March 2000 (CC-PAT [99] 18 rev 3). In particular to the following points: archaeologists shall be aware of development costs and adhere to agreed timetables (Para 3 'The Role of the Archaeologist'), with all work 'carried out to written statements setting out standards timetables and costs' (para 4 *ibid*).
- 8.1.5 MOLA further subscribes to and ensures that its activities comply with and/or are guided by the following policies, procedures and guidance:
- Appropriate local and regional planning authority archaeology guidance – e.g. for London: English Heritage Greater London Archaeology Advisory Service, *Standards for Archaeological Work*, 2014.
 - Appropriate Archaeological Research Framework for the region – e.g for London: English Heritage Archaeology Division, *Research Agenda* (1997); Museum of London, *A research framework for London archaeology* (2002); and *Historic Environment Research Strategy for Greater London* (in prep. CBA/MoL/Rowsome).
 - English Heritage, *Management of Archaeological Projects* (MAP2), (1991)
 - English Heritage Centre for Archaeology, *Guidelines* (various)
 - Museum of London, *Archaeological Site Manual* (1994)
 - National archive disposition standards including Museum and Galleries Commission, *Standards in the Museum Care of Archaeological Collections* (1992) and Society of Museum Archaeologists, *Towards an Accessible Archaeological Archive: the Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales* (1995)

- Relevant local archive deposition standards, e.g. for London, Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (2009).
- 8.1.6 MOLA governance and organisational strategy are determined by the Senior Management Group (SMG), led by the CEO and comprising the Finance Director, the Chief Operating Officer, and five other divisional Directors. The SMG reports regularly to an independent Board of Trustees, who oversee MOLA's performance and strategic direction. As a charitable company MOLA is monitored and regulated by the Charities Commission.
- 8.1.7 MOLA is structured to reflect its project orientation. A Director manages the Client Team of c 10 Project Managers (PMs). Individual PMs (and for larger projects SPMs) are responsible for developing new work for MOLA, and thereafter for designing, budgeting and delivering projects for clients. They remain the principal point of contact for the client for the duration of each project.
- 8.1.8 PMs drive projects through successive stages in accordance with client needs, forming project teams by drawing upon the skills available within MOLA Operations teams. PMs ensure that projects are completed to the highest standards within time and budget. Financial monitoring of projects against budget is undertaken by the Finance Director and PMs at monthly review meetings. Project management software is employed by MOLA Operations to plan resourcing and track and adhere to programme and budget. Project team meetings are held throughout the programme, allowing refinement of research strategies in the light of on- or off-site findings or analysis. Recording, excavation, and sampling strategies may be modified to provide optimum information retrieval in support of the research objectives. At post-excavation phase internal project management is normally devolved to a designated Post-Excavation Project Manager.
- 8.1.9 All archaeological field work is controlled and monitored on a day to day basis by the on-site Site Supervisor (SS), who reports to the designated Project Manager. Together with PMs and the MOLA Health and Safety Manager they also liaise as necessary with the client's agents and principal contractors regarding all enabling works and H&S..
- 8.1.10 All written documentation, e.g. initial *written scheme of investigations*, evaluation reports, post-excavation *Assessment Reports* and final publications undergo stages of internal review and sign-off prior to final issue to clients. For both field and reporting work PMs and SSs meet and liaise with the client and the Local Authority's archaeological advisor or officer to ensure delivery according to WSIs and to review progress, research aims, archaeological procedures, and site strategies as appropriate.
- 8.1.11 At all stages, what constitutes an appropriate archaeological response will be assessed against criteria of local, regional and national significance and within frameworks of valuable archaeological research topics identified in local or regional Archaeological Research Frameworks (where these exist).

9 Appendix: General Objectives of a Standing Building Survey

- 9.1.1 A standing building survey as defined by the Chartered Institute for Archaeologists (CIfA, 2014) is ‘...a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, or structure, or complex and its setting.’
- 9.1.2 The purpose of the standing building survey is further clarified as being either/or
- 9.1.3 ‘...to enable the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting.’
- 9.1.4 ‘...to seek a better understanding, compile a lasting record, to analyse the findings/record and then to disseminate the results’.
- 9.1.5 A standing building survey should be ‘...commissioned in advance of submission of a planning application by the applicant or through their agent or adviser. It should be stressed that in this instance it is appropriate for any proposals for investigation and/or recording to be agreed with the planning archaeologist/conservation officer in advance of intrusive investigation...’ (Listed Building Consent or Scheduled Monuments Consent may be required for any investigation deemed intrusive to the fabric’ (CIFA para 3.1.7).
- 9.1.6 The CIFA standard notes that ‘...sufficient and appropriate resources (staff, equipment, accommodation, etc) must be used to enable the project to achieve its aims, the desired quality and timetable, and to comply with all statutory requirements. Any contingency elements must be clearly identified and justified’ (CIFA 3.3.2).
- 9.1.7 ‘Unless undertaken as part of a process of controlled demolition (a standing building survey) should not normally result in the loss of historic fabric, including surfaces, of the building, structure or complex. Where the removal of items forms part of the brief/project outline, specification or the project design, the standards and approach to fieldwork, conservation, curation, storage, reporting and ownership are those defined in the CIFA Standard and guidance for archaeological excavations (CIFA 3.3.8)’.

10 Appendix: Generic Standing Building Survey Procedures

10.1 Overall standards

- 10.1.1 **General Standards:** all work will be carried out in accordance with the Historic England Guidance Paper *Understanding Historic Buildings* (2016) and other applicable standards and guidance (e.g. CIFA Standard and guidance for archaeological investigation and recording of standing buildings or structures, 2014).

10.2 Use of watching brief

- 10.2.1 **'Watching brief' is defined** as a MoLA Site Supervisor in attendance on contractors' activities and able to make such records as may be possible *without interrupting the progress of the contractors' activities*. This may typically include taking photographs, making quick sketches or written records and observations.

10.3 Site Handover

- 10.3.1 **Site start up handover:** recording will commence once all parties are satisfied that the building is safe to access and a hand-over meeting has been agreed. Once MOLA has access to the prepared area a team will be mobilised. In general a minimum of two weeks' notice from the date of commission to the start date of fieldwork is required by MOLA.

10.4 Survey (Geomatics)

- 10.4.1 **MOLA Surveying Standards:** Standards of precision and accuracy are derived from the accepted standards of accuracy as used by chartered surveyors and defined by the Royal Institution of Chartered Surveyors. The implementation and maintenance of survey standards within MOLA is the responsibility of the Geomatics Manager and the Geomatics team. MOLA Geomatics is responsible for the capture and processing of all survey data, both on and off-site.

10.5 Written records

- 10.5.1 The Project Manager and Site Supervisor will be responsible for ensuring that the written record to be submitted to the archive corresponds to a Level in the Historic England specifications (EH 2006). In general, and where not otherwise mentioned, the terms and procedures of the Archaeological Site Manual (MoL, 1994) will apply. In addition the written records will comply with the standard and guidance for archaeological investigation of standing buildings or structures as stated by the Chartered Institute for Archaeologists (CIFA 2014).
- 10.5.2 Detailed, standardised **record sheets** will be completed in accordance with

the procedures set out in the *Archaeological Manual* (MoL, 1994).

- 10.5.3 Hand written notes may be taken on site to record the findings of the on-site analysis of the building. These will be notes on the fabric, form, functions and evident past changes to the building. In addition hand written notes may be made during documentary archive research on the history of the building, any prominent residents, architects or past functions. All hand written notes will be included in the material to be archived.
- 10.5.4 **Computerised** systems of data capture and manipulation may be used wherever appropriate.

10.6 Drawn records

- 10.6.1 The drawn site records, the completed CAD drawings presented in the report and the use of existing survey drawings will conform to the conventions and procedures laid out in the Historic England guidance *Understanding Historic Buildings* (HE 2016).

10.7 Photographic records

- 10.7.1 The overall site record will include **photographs** made using, as appropriate, high end digital, medium and large format cameras. The photographic record will illustrate all significant phases, structures, important stratigraphic and structural relationships, and individual items of interest.
- 10.7.2 All site photographs, except 'working shots', will include a photographic **scale** of appropriate size.
- 10.7.3 All photographs are taken using digital cameras and MOLA does not use colour or black and white film.
- 10.7.4 A computerised index will be compiled, relating image number, site photograph number, context numbers, excavation area, and other relevant information.
- 10.7.5 At the request of the client a file of site photographs may be produced and copied digitally to DVD or similar for them.

10.8 Computing and electronic support

- 10.8.1 MOLA makes use of the latest digital operating systems, MSOffice applications, digital survey equipment, digital cameras, and CAD packages. These are upgraded continuously. Current details can be provided on request.
- 10.8.2 Our database structure has been developed specifically for archaeological data captured using the single context recording system. MOLA maintains and is continuously developing its sophisticated archaeological GIS. Details can be provided on request.
- 10.8.3 Security Backups of the entire system are done on a daily basis. All backup media is stored off site at a secure location.

10.9 Documentary Research

- 10.9.1 Provision will be made for sufficient initial documentary research in order to

enable the overall research aims to be realised. Further documentary research may be required during the fieldwork to address particular features or buildings.

- 10.9.2 Research may also include, as required, published comparative material to help identify and date the fixtures, fittings, materials, techniques and decoration in the building.

10.10 Archaeological Monitoring

- 10.10.1 Reasonable access to the site will be granted to the representative/advisors of the Local Authority if required, who may wish to be satisfied, through site inspections, that the works are being conducted to proper professional standards and in accordance with this written scheme of investigation.
- 10.10.2 **Regular 'site monitoring' meetings** of the appropriate members of the project team and the Local Planning Authority's designated representative/advisor may be held if required to review research aims, archaeological procedures, and site strategies.
- 10.10.3 **Progress reports** will be produced by MOLA and made available to the Local Planning Authority's designated representative/advisor if requested.