

# Heritage Inventory Cheat Sheet



## What Properties to Survey

- We are looking to survey everything constructed prior to 1950
- If you are unsure if a property is older than 1950, survey it and we can do additional research to verify the date
- Also include any structures which have architectural merit or local significance even if they are newer than 1950

## Photos

- Photos should be minimum 72dpi and 1024x768 pixels
- Photos should be in a jpeg format
- Most mobile phones will take photos in this size and format
- Photos should be landscape orientation
- Photos should show the front elevation of a building. Side elevations can be included if the building is on a corner and a straight shot can be taken of the side of the structure
- Ensure the entire elevation is included in the photo
- Avoid taking photos with people and vehicles in them
- Only take photographs from the sidewalk/side of the road/right of way. Do not trespass on private property.



## Survey Forms

- You do not need to fill out all survey fields while you are out surveying the property
- Key fields for filling out in the field are:
  - Address
  - Style
  - Exterior Cladding
  - Roof Type
  - Roof Cladding
  - Door Type
  - Window Type
  - Height/storeys
  - Structure type
  - Decorative features
  - Landscape features
- If you are unsure of any fields, leave them blank
- Make sure you identify who the recorder is and the date of survey

## Interacting with the Community

- Wear your ID lanyard
- Carry project postcards to hand out for anyone who is interested in the project and would like to know more information
- If a property owner is upset, direct them to contact staff. Skip the property and make a note that it has been missed. We will go back and do it later.

## Staff Contact Information

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