

Wisaard Historic Property Inventory Form Guidance

The Wisaard Historic Property Inventory (HPI) is used to collect data for historic built resources. We ask for your help in making this data the highest quality it can be. If it helps, remember the golden rule of databases – Garbage in, garbage out. This guidance is intended to promote consistency and usefulness.



1. One building = One Form – A property form is designed to collect data for one building or structure. Each property gets only one point on the map. While it may be less time-consuming to enter data for multiple buildings into one form, it is almost impossible to extract meaningful data using that method. Where there are multiple resources in a complex such as a military installation or college campus or farmstead, each building within the complex should get its own form.

There are exceptions to this rule. For example, a single family house and garage should be on one form. Other resources, such as fish hatcheries, may contain multiple identical structures, such as ponds, where it makes sense to group them on one form. Please contact DAHP if you are unsure about how to record a particular resource.

2. Resource Name – It is important to assign resource names that are as specific as possible. This helps tremendously for searching and for quickly identifying properties in search results. *Never use acronyms or abbreviations* when naming a resource. If you can avoid punctuation that is also good practice. Even a comma can throw off a search. If your search term includes an apostrophe, you will get an error. The way you abbreviate a word may not be the way someone else searches for it and Wisaard does not search for “like” terms. For example, if you enter “JBLM” for the Resource name, and someone later searches for “Joint Base Lewis McChord,” they will not get the results for “JBLM.” Wisaard does not know that JBLM is an acronym for Joint Base Lewis McChord.
 - a. If a property does not have a specific name, assign it a generic name based on type: Residence, Commercial building, Apartment building, Railroad depot, Warehouse etc... Do not leave it blank and do not use the address as the name. This ensures that one can at least identify the type of structure in a list of search results without opening every record. It is not necessary to assign a Common Name unless it is different from the Resource Name.
 - b. Do not assign arbitrary numbers to buildings or structures if they are not part of the actual name of the resource. If you name a building House #1 for the purposes of a corresponding report, the number means nothing to someone that does not have the report. The number has nothing to do with the resource. There are many users of HPI data that do not have access to the cultural resource reports.
 - c. For multiple structures in a complex use this naming convention and be sure to include the space between the words and the hyphen:
Name of structure – Name of complex
 Building 403 – Naval Base Kitsap

Light Keepers Quarters – Turn Point Light Station

Railroad track segment – milepost 34 to milepost 72 – Burlington Northern Santa Fe

3. Location – *For existing resources* that you are updating, assume that the mapped point may be incorrectly located. Please make sure you to check. If it is in the wrong place, please move it to the correct location. Make an effort to put the point directly on top of the building so there is no confusion about which resource it belongs to. For rural areas this will be more difficult because there is no aerial map. Do the best you can. *For new resources*, enter the address, if applicable, and click *Map it*. The system will zoom to the approximate location of that address. Please adjust the point to ensure it is directly on top of the resource, and not somewhere in the street. If there is no address, simply leave the address field blank or type in the closest city, if applicable, check the Vicinity box, and manually place the point. You can have more than one building at one address, but you will need to manually place the points so they correspond to the correct building.
4. Resource Information – Data collected on this page, including Construction Date and Architect, may be edited if you have documentation that they are incorrect. For example, if a build date has been entered and you have documentation that the date is incorrect, please change it and cite your source in the Bibliography in the Narrative section. *Please note: a date retrieved from the county assessor is not adequate construction date documentation.* If that is all you have, always check the circa box.
5. Documents and Images – Please do what you can to take and upload good photos. Film is cheap and Wisaard lets you upload multiple files at one time. Only JPEGs will show up as an image on a printed form. A PDF will print as a PDF icon. The Title field is what will show up as a caption on a printed form. We welcome historic images and plans. Just know that if it is a PDF it will not show up on the print.
6. Registers – This is where you can view a property’s register association. *Register status* is maintained by DAHP staff. Districts, Thematics, and Local Registers can be selected by users. We have made a concerted effort in recent months to mark contributing properties in historic districts. When this effort is complete, these fields will be locked for editing. For now, if you are surveying a property and you have documented that it is within a district or listed under a thematic nomination (by consulting the appropriate nomination), please feel free to choose from the list of districts or thematics. If you don’t know, then do nothing. These are not required fields.
7. Project History – This page contains associations with Projects. You can see the Project for which any determinations of eligibility have been made. By clicking on the pencil icon you can access the detail page for a project. If you are not associated with the Project, and the Project contains any Activities that are in any status other than Review Complete, you will likely get a message indicating that the “data is hidden due to security rules.” The Project details will become visible when all of the Activities are in Review Complete status.
8. Inventory Detail – If you are updating an existing property there should be an existing *Inventory Detail* with a date on the left navigation pane. If you are creating a new *Property*, you will create the first *Inventory Detail*. In either scenario you will need to press *Create New Inventory* under

Options to enter new data. The *Inventory Detail* provides a mechanism for updating data and determinations of eligibility without losing previous data. Do not, under any circumstances, write in or delete an existing *Inventory Detail*.

9. Construction Dates – Unless you have a documented built date, you must check the *circa* box. You are welcome to provide your educated guess, but please check the *circa* box.
10. Characteristics – These are important data collection fields for researchers. They are not just there so you have something to fill in. Most of the menus do not require explanation except to request that you be as specific as is applicable. Take a moment to review the choices in the menus before making a selection. As a rule, if a menu is not applicable, then leave it blank. There are no choices for “other” or “none” or “not applicable.”

Here are some specific pointers for the Form/Type menu: This data is very useful if you are, for example, searching for bungalows in King County. Or maybe you want photos of two-part commercial blocks for a context about commercial buildings you are writing. *However, a search for a specific Form/Type is only reliable if the fields are filled in consistently and correctly.* If you are filling out a form for a commercial building that is a two-part block, do not simply choose *Commercial* because it is first on the list. *Commercial*, without a specifier, should only be chosen if none of the specifiers is applicable. Certainly there are many instances where a specifier is not applicable. If you are unsure about the specifiers, some useful resources are here:

<https://dahp.wa.gov/historic-preservation/historic-buildings/architectural-style-guide>. And you can always give us a call for assistance.

11. Styles – The architectural styles are grouped roughly by time period. If a building does not have a style, then choose *No Style* in the *Period* menu. If a building features a combination of styles, then choose more than one and describe the combination in more detail in the Narrative section.

Vernacular is not in the menu because it is not a style, and without explanation, is not a term that results in any useful data. A vernacular building, by definition, must be of a place or a people. It should not be used to describe a building that simply has no style.

12. SHPO Determination – A Determination of Eligibility is almost exclusively made within a regulatory context in an *Inventory Detail*. If a determination is made by SHPO staff, the fields will be completed. Determinations may change over time, but the previous determinations are preserved. The most recent SHPO determination of eligible or not eligible is what will appear on the map (green dot (eligible), red triangle (not eligible)).

In the context of proposed historic district evaluation, each inventoried property will be determined eligible or not eligible, which will translate to contributing or non-contributing if a district is eventually listed. An individual Property form should never be used to record a district or complex as a whole. The evaluation of a district as a whole should be done in a separate document completed by a cultural resource professional within a regulatory context or for a local government or neighborhood group that is pursuing a district.

13. Surveyor Opinion – The answers to these three questions should indicate the surveyor’s opinion of National Register eligibility. The first question refers to individual eligibility. The second question refers to the presence/absence of an eligible historic district. The third question refers to the whether the resource would be contributing or non-contributing if a potential district is present. These are the opinion of the surveyor and/or the federal agency if in a regulatory context. These opinions are not official determinations until the SHPO concurs or a DOE is received from the Keeper of the National Register (this is rare).
14. Significance Narrative – The Significance Narrative should be the supporting argument for the answers to the Surveyor opinion questions for the specific resource. It should clearly and concisely explain how the resource does or does not meet applicable National Register criteria. The narrative should be very specific to the resource. Ideally, someone looking at the form later should be able to understand the resource without seeing any other information. Information that is not pertinent to the particular resource should be minimal. Avoid cutting and pasting the same information into every significance narrative for a particular survey.

Here is an example of a clear, concise Significance Narrative (excerpt from Property ID 42593 by Mimi Sheridan, edited by Kim Gant):

Bagley Hall is recommended eligible for listing in the NRHP under Criterion C as a significant and well-executed example of the Art Moderne architectural style with Collegiate Gothic elements, designed to reflect the modern era while being compatible with surrounding campus buildings. The building is prominently sited at the west edge of the Science Quad and contributes to the recommended Central Campus Historic District, which is described in the corresponding project report.

Daniel Bagley Hall, originally known as the Chemistry and Pharmacy Building, was completed in 1937. It was named for the Reverend Daniel Bagley, who was among those who proposed that a university be constructed in Seattle and who was instrumental in securing its first site and funding. His name had been given to the Fine Arts Building of the Alaska-Yukon-Pacific Exposition, which became the Chemistry Building after the fair. In 1937, his name continued with the Department of Chemistry and the Fine Arts Building became Architecture Hall.

The building was designed by a brief partnership of three well-known architects, Floyd Naramore, Clyde Grainger, and Harlan Thomas, with assistance from Carl Gould, who had been the campus architect in the 1920s. The building’s program was developed by Warren L. Beuschlein and S.G. Powell, using information in a report prepared by architect Carl F. Gould and H.K. Benson covering their inspection of 11 recently constructed laboratories throughout the country. Bagley Hall’s construction was funded by state and federal grants amounting to \$1,250,000. It was the most expensive campus construction project up to that time.

The Bagley Hall lobby features two large mosaic murals designed by Seattle artist Bruce Inverarity. They were executed in 1941 by a team of five craftsmen through the Washington Art Program of the Federal Works Progress Administration (WPA). The mosaic on the left depicts

Egyptian alchemy and the other shows images from modern chemistry. Inverarity (1909-1999), a Seattle native, became a noted artist while still at Garfield High School. He worked as an instructor at Cornish College, the School of Creative Art in Vancouver and the University of Washington before joining the Federal Art Project. From 1937 until 1941 he was a director of art projects for the WPA; he later worked for the U.S. Navy and Boeing. After World War II, he received degrees from the University of Washington and Fremont University. He specialized in the study of the art and culture of Northwest Coast Indians and also had a long career as a museum administrator throughout the country.

15. Physical Description – The physical description should include a clear, concise description of the resource. It should include a brief description of the setting and character-defining features of the resource. The purpose of the physical description is to present a detailed description of the resource to supplement photos. There are many details of a resource that are not visible in photos and a physical description by a surveyor that has been there is essential. A discussion of integrity should also be included.

Here is an example of a clear, concise Physical Description (excerpt from Property ID 42593 by Mimi Sheridan, Edited by Kim Gant):

Bagley Hall is located on the west side of the Science Quad, next to Rainier Vista and Frosh Pond, across from Guggenheim Hall. It is set back from the quad and fronted by a narrow lawn and flanked by two large cedar trees. The building is distinctive for its WPA (Works Public Administration) Moderne style, the university's first gesture toward modern architecture and stands in contrast to nearby Collegiate Gothic buildings.

It is a four-story plus basement reinforced concrete and structural steel building with an H-shaped plan. Cladding is tapestry bricks in shades ranging from light beige to dark red brown. Cast stone accentuates the entries with pilasters, capitals, capstones, and window dressings. The four-story Chemistry Building (1995) is connected at the south end by a sky bridge on the upper three levels with an open breezeway at ground level.

The main entrance is on the east, facing Rainier Vista. The taller center portion of the building projects out to accentuate the entry, ornamented with decorative brick in an X pattern. The newer aluminum doors are recessed within two arched portals surrounded by cast stone resembling ashlar-cut sandstone. This center section has four bays of windows on the upper two levels, each with a group of four-over-four windows with aluminum casements and awning sash, typical of the entire building. The bays are separated by pilasters with cast stone capitals. There are five bays on each side of the entry, each with a group of three four-over-four windows. The first-floor windows have deep sloping concrete sills.

The west (rear) façade faces a narrow alley (Okanogan Lane NE) and is obscured by trees and shrubs close to the building. The window pattern is generally the same as that on the main façade. A recessed entry with oak doors is near the center. Large ventilation ducts cover much of the façade. On the north side is a courtyard filled with shrubs and trees. There is a secondary

entry with two bays of windows and, in the courtyard, five bays of four-over-four sash. The south façade is generally similar, except that the courtyard is landscaped with lawn and shrubs. In 1951 and 1963 attic space in the west and east wings and the central hall was converted into laboratories, essentially adding a new fourth floor and leading to some alterations in the parapet wall and roofline. Three large penthouses were added on the roof and mechanical equipment upgrades including vents and ducts were added to the building's roof.

Bagley Hall retains a high degree of integrity, as the alterations at the top of the building do not diminish its ability to convey its historical significance.

16. You have probably heard me say this before, but if you encounter duplicate records, meaning two different Property ID numbers for the same building, please let me know and I will merge them.

Please let me know if you have any other questions!