DUNBAR ROSENWALD SCHOOL  
LOUDON, TENNESSEE  

HERITAGE DEVELOPMENT PLAN

MTSU CENTER FOR HISTORIC PRESERVATION  

Fall 2018  

Prepared by  
Savannah Grandey, Fieldwork Coordinator  
Victoria Hensley, Graduate Assistant  
Tiffany Momon, Research Professor  
Carroll Van West, Director
CONTENTS

INTRODUCTION ................................................................. 3
WHY THE DUNBAR ROSENWALD SCHOOL MATTERS. ............... 4
PRESERVATION NEEDS OF THE BUILDING. ......................... 7
POTENTIAL PARTNERSHIPS .................................................. 17
ADDITIONAL FUNDING SOURCES ........................................ 20
APPENDIX ................................................................. 25
Introduction

In 2007, the Center for Historic Preservation worked with the community in Loudon, Tennessee, to nominate the Dunbar Rosenwald School on Steekee Street to the National Register of Historic Places. Since the nomination, the community used the historic school for various functions but ten years later the building needs renovations and repair. In the late summer of 2018 Ms. Joyce Fields of the Dunbar Rosenwald Foundation contacted the Center regarding appropriate restoration and repair methods.

A few weeks later, on September 6, 2018, community members, local government officials, and the Dunbar Rosenwald Foundation met with Center fieldwork coordinator Savannah Grandey, graduate assistant Victoria Hensley, research professor Tiffany Momon, and Center Director Dr. Carroll Van West at the school. They discussed goals and opportunities. Community members recalled activities and important events associated with the school. The meeting ended with a request that the Center prepare a Heritage Development Plan, which would help the Foundation and local officials move forward on restoration and the needed partnerships to ensure that this historic property survives as a vital community heritage asset for generations to come.
Why the Dunbar Rosenwald School Building Matters

The Dunbar Rosenwald School in Loudon, Loudon County, Tennessee, is listed in the National Register of Historic Places for its local historical significance in education, social history, and African American ethnic heritage. Built circa 1923, with support from the Julius Rosenwald Fund’s School Building Program, the school is significantly associated with African American elementary public school education from the 1920s to the Civil Rights Movement. It was the county seat’s only African American public school. As a community center, the building hosted political rallies and events such as community improvement fund raisers, school fund raisers, beauty contests, music concerts, and public lectures from local and state education and agricultural officials. The building also is a significant example of the adaptation of Rosenwald standardized plans to the perceived aesthetic needs and wants of a rural community. Such architectural defining features as original light fixtures, five-paneled wood interior doors, wood floors, wood stage, and beaded board wainscoting are extant.

Sears-Roebuck magnate Julius Rosenwald funded his first school for Tennessee African Americans in 1915. In 1919, Rosenwald hosted a meeting in Nashville for education reformers who wanted to establish a rural school building program. They created a Nashville office, which would review requests from local communities and provide money from the Julius Rosenwald Fund (JRF) according to the number of teachers planned for each school. As part of the requirement of the fund, communities had to provide for funding that was equal to or greater than the amount provided by the Rosenwald Fund. The JRF would only provide up to $400 for a one-teacher school or $500 for a two-teacher school. The rest came from public funds and, largely, from the African American community itself. The schools were not only to be built out of these joint monies, but were to be furnished as well. In addition, the land and the school would become public property, managed by the public school system upon completion of the building. By the time the program closed in 1932, the Rosenwald Fund provided $291,250 to help build 354 schools in Tennessee. Additional monies came from tax funds ($1,354,157), contributions from white community members ($28,027), and contributions from African American community members ($296,388).¹

The Dunbar School, like many other Rosenwald Schools across Tennessee, represented a new higher level of commitment by state and local officials to the education of African Americans, although much of new commitment focused only on vocational education offerings, represented at the Dunbar school, as in most Rosenwald plans, by the industrial room placed between the two classrooms. The Dunbar Public School employed two teachers and was built at a cost of $5,700.

The African American community raised $200, public funds accounted for another $4,400 and the Rosenwald Fund provided $1,100. Typically the black community raised as much money if not more than the funds provided by the Rosenwald program. At Loudon, however, the Rosenwald Fund provided five times the amount of monies as raised by the local community.²

Two teachers and a principal worked at Dunbar, covering kindergarten through eighth grade. The teachers covered the standard subjects such as English, Math, and Science, with a Music teacher, Ozell Howard, coming once a month and a county agricultural agent providing 4-H and other agricultural trade training. The school also hosted an annual May Day event and the yearly ceremony for eighth grade graduation. These were important community events and typically they turned into fundraisers for the school.

In fact, the school became a place for community events throughout the year. In the summer, music concerts and picnics took place there. During election campaigns, political rallies happened at the school. Evening events included public lectures from state and local government officials, touting extension programs, Social Security, and in the late 1950s and early 1960s, the issues of voting rights and civil rights. The greater community function was one reason a local African American lodge, the St. Peter Masonic Lodge, purchased the building once the school was closed in 1965.³

By serving this broader community function, the school fulfilled one of the basic goals of the Rosenwald Fund’s program. Rosenwald publications emphasized that “service to the community” was a top priority for the school building. The 1924 Community School Plans stated:

In planning the schoolhouse it should be kept in mind that the best modern schoolhouse is one which is designed to serve the entire community for twelve months in the year. Hence in all larger buildings at least a room for industries and for the use of the adult members of the community is important. Wherever possible a good auditorium, large enough to seat the entire community, should be erected in connection with every community school. If there are not sufficient funds for an auditorium, two adjoining classrooms with a movable partition may be made to serve this purpose. While movable partitions are not always satisfactory, they are much preferred to no assembly facilities.

Dunbar School is a unique place in rural Loudon County where the inter-play and symbiotic associations that characterized African American community institutions in the age of Jim Crow take on lasting physical form. The surviving school is a

² “Rosenwald Schools, Tennessee,” Julius Rosenwald Fund Papers, Fisk University Archives, Fisk University, Nashville.
³ Interview with Anna Henley and Stanley Blair by Jane Davis and Elizabeth Moore, March 16, 2007, Dunbar School, Loudon.
significant building associated with progressive school architecture, African-American education, and African-American community building and social history. The property is the only surviving “Rosenwald” school in Loudon County, and one of the few surviving in Southern Appalachia. Truly it is an excellent example of the types of schools the program built in Tennessee’s Appalachian counties, where fewer African Americans resided than in the other regions of the state. Its value as a heritage asset of African American history, Appalachian history, and the commitment to public education endures today.
Why the Dunbar School Needs Preservation

The value of the Dunbar Rosenwald School as a community heritage asset can only be maintained and fulfilled if the building is kept in good working order. Lack of regular maintenance in recent years has escalated the need for preservation of the building. Because of this, the building faces a number of preservation needs. When addressing preservation concerns, it is always advisable to contact experienced professionals and to follow the Secretary of the Interior’s Standards for Preservation. Extensive repairs, modifications, or replacement of character-defining features such as the windows could jeopardize the building’s listing in the National Register of Historic Places. The Dunbar Rosenwald School Foundation should continue working with its consulting architect Dan Brewer to ensure a successful project.

Immediate Repairs:
- Address drainage and moisture issues.
- Repair rotted windows and any rotted exterior weatherboards.
- Replace any missing glass panes in windows.
- Repair foundation pier on the northwest side of building.

Repairs to be undertaken within the next year:
- Address peeling paint on the exterior walls of the building

Exterior Needs:

Wood Siding

All walls should be checked for rotting or rotted wood and missing wood. Paint deterioration on the weatherboarding is consistent throughout the exterior walls. There are also areas of wood siding that are missing, allowing moisture to penetrate beneath the exterior boards to the sheathing underneath.
South Elevation

The South Elevation has many preservation needs. Among the most pressing are the repair of the window and the overall repair of the weatherboarding. Before this side of the building can be painted, an assessment of the wood siding should take place. Many boards appeared to be damaged or suffering from wood rot.

Recommendations for South Elevation:
- Repair the weatherboarding
- Repair the windows

The south elevation window is six over six. In the last eleven years the window frame has deteriorated possibly due to moisture. The tarp covering the window has also deteriorated and should be replaced immediately to prevent further damage to the window structure and space inside.
The South Elevation basement window shows evidence of extensive water damage and wood rot. During rainfall, water is hitting the pavement and splashing against the wood window and window sill, accelerating the deterioration of the wood. Due to the wood rot, moisture is entering the basement causing further damage.

**West Elevation**

The West Elevation features several of the character-defining features of the Rosenwald Fund’s Standardized Plan #20 from the *Community Schools Plan* design book. These features include the two single entries and the four nine over nine windows. Efforts should
be made to ensure that the historical character of these features is maintained throughout the preservation process. The windows, weatherboarding, and foundation on the West Elevation have preservation needs.

Recommendations for West Elevation:

- Repair the wood siding
- Repair the windows
- Repair the foundation

As windows are one of the most architecturally significant aspects of Rosenwald Schools, every effort should be made to accurately repair the historic wooden windows. Some of the glass panes of the windows on the west elevation are held together by tape due to the deterioration of the wooden window sashes.

Rosenwald Schools windows are both historically and architecturally significant because the windows are grouped into batteries to maximize the use of daylight.\(^4\) With the

\(^4\) Mary S. Hoffschwelle, “Preserving Rosenwald Schools” The National Trust for Historic Preservation, 2012, 4, https://forum.savingplaces.org/connect/community-
creation of the *Community School Plans* design book, window design became more significant as administrators of the Rosenwald School fund were increasingly concerned with lighting and children's eyesight. According to historian Mary Hoffschwelle, windows were limited to one side of the classroom to prevent eyestrain and administrators believed that this would also create a single stream of light maximizing the illumination of the room. Dunbar Rosenwald, built following the design of Standardized Plan #20 from the *Community Schools Plan* design book, features windows that are both narrower and taller stretching from the interior wainscoting to the eaves reflecting the change in design brought on by Rosenwald School Fund administrators.⁵

![Exterior west elevation windows](image)

Photographs of the exterior of the windows on the west elevation reveal that the window sills are missing large amounts of paint. The missing paint could be an indication of water gathering on the window sills causing moisture to collect beneath the paint which reduces the adhesion of the paint to the wood. The wooden window sills should be examined for wood rot and deterioration.

⁵ Hoffschwelle, 5.
The weatherboarding above the west elevation north single entry door shows evidence of wood rot. During rainfall, moisture is gathering on the shed roof of the entry door and splashing onto the wood siding above the shed roof. The wood siding is absorbing the moisture causing the paint to peel and the wood underneath to deteriorate.

The original foundation of the building appears consistent with Rosenwald School building designs of constructing the buildings on short brick pier foundations. The short
brick pier foundation of Dunbar Rosenwald was later enclosed with cement. The cement foundation on the northwest corner of the projecting center room on the west elevation has failed. Moisture entering the foundation can cause the deterioration of the wooden floor joists. The damage to the wooden floor joists caused by moisture might cause the floor to slope or feel “spongy” when stepped on.

**North Elevation**

The North Elevation of the building appears to be in relatively good condition.

**Recommendations for North Elevation:**

- Repair the wood siding
East Elevation

The East Elevation has many preservation needs. Unlike other Rosenwald Schools of this plan, Dunbar Rosenwald has a basement addition. In an effort to prevent school integration, many school districts attempted to upgrade the school facilities of African American children to reflect the separate but equal doctrine. These upgraded schools are now known as equalization schools and the basement addition of Dunbar Rosenwald is an equalization addition. It is apparent due to the poor condition of the basement addition that it was cheaply constructed using cheap materials. The addition of the walkway and basement stairwell are eroding the original wall materials of the building.

Recommendations for East Elevation:
- Repair the fascia board and gutter
- Repair the exterior basement stairwell wall
- Repair the basement stairwell window
- Repair the windows
The fascia board along the southeast corner of the roofline appears to be damaged. The rain gutter is also missing. The fascia board acts as a barrier protecting the roof from rain and moisture. It is important to repair the fascia board and replace the missing rain gutter to prevent damage to the roof.

The basement stairwell window on the east elevation is missing both panes and the tarp covering the window has deteriorated significantly. Water is freely entering this space causing damage to the interior walls, stairwell, and basement. This window needs immediate repair including the replacement of the missing window panes or tarp. Additionally, the wood surrounding the window is suffering from wood rot. The fascia board above the window has deteriorated allowing more moisture into the basement.
stairwell. Due to the deterioration of the fascia board the roof of the basement stairwell addition should be checked for damage.

As the windows are one of the most significant character-defining features of Rosenwald Schools, the repair of this window should be a priority. The windows on the east elevation are missing panes and the sashes are damaged. Some of the sashes and panes are held together by tape.
Reciprocal Partners for Success!

Public-private partnerships are effective tools for non-profits and foundations to work with local officials to create successful history projects for the community. Establishing reciprocal partnerships with other organizations both within Loudon County and the state of Tennessee will allow Dunbar Rosenwald School Foundation to reach broader audiences, maximize its heritage tourism potential, and involve new volunteers. The Center for Historic Preservation at MTSU strongly endorses the reciprocal partnership approach and has worked with East Tennessee communities such as Newport, Clinton, and Charleston on similar projects.

Selecting the right partners for your project is never easy but the Dunbar Rosenwald School Foundation, Inc. already has achieved the first step: you have 501(c)(3) status, making you a non-profit organization. The status as a non-profit will make it easier to partner with private and other public entities. From the September public meeting at the school, it is also clear that several key partners are ready to join the Foundation in taking the Dunbar School to its next level of community service. These partners include:

- **Loudon Parks and Recreation**: Several heritage sites forge partnerships with their respective city’s Parks and Recreation departments to receive city and state support. The Foundation could forge a partnership with Loudon in which Parks and Recreation own the school, but the Foundation continues to staff and operate the school as a historic site and museum. In Loudon, Parks and Recreation owns and operates seven parks with various uses. Several include sports complexes, walking trails, and a pavilion. A partnership between the city and the Foundation would establish the first history-centered park site for Loudon, making it both a park and a tourist site. Examples of city-owned history-centered parks include Bradley Academy Museum and Cultural Center in Murfreesboro, TN and West Point on the Eno in Durham, NC.
  - Loudon Parks and Recreation Department
    205 Alma Place
    Loudon, TN 37774
    865-458-7525

- **MTSU Center for Historic Preservation**

- **Tennessee Department of Environment and Conservation**: The state’s Department of Environment and Conservation boasts fourteen state historic sites. The state historic sites program is administered through partnerships between the Tennessee Historical Commission, a body within the Department of Environment and Conservation, and local non-profits that are heavily involved in the staffing and programming of the sites. The Foundation would lose some
autonomy by partnering with the state, and should understand the more stringent guidelines regarding preservation projects set in place by the Tennessee Historical Commission before pursuing this partnership.

- **Tennessee Historical Commission**
  2941 Lebanon Pike
  Nashville, TN 37214

- **Tennessee Department of Tourism**: The state’s Department of Tourism generates a high revenue, reaching over $20 billion in 2017. The Department of Tourism offers several programs that could benefit the school and community. For example, the Welcome Center Brochure and Display program would promote the Dunbar Rosenwald School to Tennessee’s many visitors and residents traveling across the state. If the Foundation partnered with the city, the project could also be eligible for the Tourism Enhancement Grant, making Dunbar Rosenwald School a heritage tourism destination within the state.

  - Tennessee Department of Tourism Development
  312 Rosa L. Parks Avenue
  Nashville, TN 37243
  615-741-2159

In addition to these local and state partners, there are a range of heritage organizations that could offer support and assistance in various ways:

- **Historical Society of Loudon County**: An affiliate of the East Tennessee Historical Society, the Historical Society of Loudon County is the local historical society. As an important historical resource within Loudon, the Foundation may find the Historical Society to be a good partner for future programming at the Dunbar Rosenwald School. Furthermore, because the Society is part of the greater East Tennessee Historical Society, the Foundation could use the connection to further promote programs outside of the county and bring new visitors in.

  - Historical Society of Loudon County
  633 Fort Hill Street
  Loudon, TN 37774
  865-458-2370

  - East Tennessee Historical Society
  - East Tennessee Historic Preservation Alliance

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Humanities Tennessee: Humanities Tennessee is a non-profit focused on promoting community through humanities learning programs. With one of their focuses being history, the Foundation might find that some of their programs fit the mission of the organization. For example, given that one use of the Dunbar Rosenwald School will be a community space, the Foundation might find The Conversation Project, which works to open a dialogue about difficult histories a community has faced or continues to face, fits within the Foundation’s mission/vision. Like the Department of Tourism, Humanities Tennessee also offers grant funding through their Partnerships for Public Humanities fund. As the Foundation moves towards creating new programs or designing exhibits for the school, Humanities Tennessee could be a potential partner for funding and program development.

- Humanities Tennessee
  807 Main Street, Suite B
  Nashville, TN 37206
  615-770-0006

Recommendations:

At this time, the best course of action may be pursuing an official partnership with the City of Loudon. During the public meeting on September 6, 2018, City Manager Ty Ross and a representative from Parks and Recreation both expressed interest in a partnership with the Foundation. Such an arrangement would allow the Foundation to staff the school and create programs, while simultaneously having access to city-wide funds and maintenance. Additionally, a partnership with Park and Recreation would make Dunbar Rosenwald School a destination. Partnering with the City also expands grant funding opportunities for the Foundation.
Additional Funding Sources

There are resources available for small- and medium-sized nonprofit organizations interested in raising funds for special projects, such as the restoration of the Dunbar Rosenwald School. Before soliciting funds, be sure that you have established your organization as a nonprofit, tax-exempt entity (meaning that you have applied for and received 501(c)(3) status from the Internal Revenue Service and tax-exempt status from the state of Tennessee).

Most grants are competitive, making a strong grant application necessary. You must convince the granting institutions that your building is significant to the history of the city, county, and/or region and can contribute to the well-being of all local residents. Fortunately, the Dunbar Rosenwald School building's local historic significance in education, social history, and African American heritage has been recognized and documented through the National Register of Historic Places program. Use this recognition as a "selling point" in grant applications and emphasize the Dunbar Rosenwald School building as a community asset that should be preserved not only as an historic building but as a place where communities can come together, interact, and learn from one another. Tailor each grant proposal to reflect the nature of the specific grant; avoid sending the exact same proposal to every granting institution.

When writing a grant, be as specific as possible. If there is a word limit to an application, write as much as you can without exceeding the stated limit. Often, important points to cover in a grant application include: detailing the significance of your site (this is an area where you can use the information in the National Register Nomination Form to guide your argument); your plans for restoration of the building; the outcomes you are expecting (how will the building serve the community when restored?); and any other questions the grant application may ask. If you have specific partners or contractors that you are working with, be sure to name them in your grant application.

Some grants require matching funds – often up to 50% - from the applicant organization. Different grants will require specific matching funds, such as cash, labor or materials in-kind, or both. Please note also that grants often operate on an annual basis and many grant deadlines may have already passed. However, it is never too early to start planning and writing grants for the next round of deadlines.

The funding sources listed below are some of the best current suggestions for the Dunbar Rosenwald Foundation to pursue. This list is not intended to represent a comprehensive list of all available grants.

**East Tennessee Foundation (ETF)**

520 W. Summit Hill Drive  
Suite 1101  
Knoxville, TN 37902  
865-524-1223
The East Tennessee Foundation (ETF) is a community foundation that works to build charitable resources and funds for twenty-five East Tennessee Counties, including Loudon. The ETF helps facilitate the following local funds and grant opportunities:

**Loudon County Community Fund**


Established in 2017 as an affiliate of ETF, the Loudon County Community Fund is a permanent endowment created to support projects that improve quality of life for Loudon County residents. Currently, funding preference may be given to “community enhancement and improvement project proposals.”

Questions regarding the Loudon County Community Fund grants should be directed to the ETF number listed above.

**Consolidated Nuclear Security (CNS) Y-12 Community Investment Fund**

http://www.easttennesseefoundation.org/receive/grants/cns_y-12_community_investment_fund.aspx

Consolidated Nuclear Security, LLC is the contractor for the National Security Complex in Oak Ridge, Tennessee. They established a fund through the ETF to serve the host community of Oak Ridge and surrounding communities. The twenty counties eligible for these funds include Loudon County. Currently, funding preference is given to historic and cultural preservation that “identify and protect places, objects, and stories that create our region’s historic or cultural identity,” including supporting restoration projects.

Questions regarding the CNS Y-12 Community Investment Fund grants should be directed to the ETF number listed above.

**East Tennessee Development District (ETDD)**

Lindsay Crockett, Preservation Planner
lcrockett@ettd.org

216 Corporate Place
P.O. Box 249
Alcoa, TN 37701
865-273-6003

http://www.ettd.org
The East Tennessee Development District (ETDD) is one of nine development districts in Tennessee designed to help local governments plan for successful economic growth and community development. The ETDD covers sixteen East Tennessee counties, including Loudon, and is headquartered in Alcoa, Blount County, Tennessee. County Mayor Buddy Bradshaw represents Loudon on the ETDD Executive Committee. The ETDD’s Historic Preservation Planner is Lindsay Crockett. We encourage contacting Lindsay at the ETDD to inform her of the Dunbar Rosenwald Foundation’s plans for the preservation of the building and its future use, as preservation planners are often most up-to-date on funding resources available for their district.

The ETDD is also a great resource to stay up-to-date on funding and grant opportunities specifically for the region. The ETTD maintains an email list that keeps subscribers informed about grant opportunities and upcoming deadlines. To be included in these emails, contact Mitch Loomis at mloomis@etdd.org or Tammye Pirie at tpirie@etdd.org.

Resources outside of Tennessee

**African American Cultural Heritage Action Fund through the National Trust for Historic Preservation**

**many of the funds available through the National Trust for Historic Preservation requires the recipient organization to become a Forum member.**

The Watergate Office Building
2600 Virginia Avenue NW
Suite 1100
Washington, DC 20037
800-944-6847
info@savingplaces.org

https://savingplaces.org/african-american-cultural-heritage-action-fund-grants#.W8jUiy-ZNgc

The African American Cultural Heritage Action Fund was created by the National Trust to help advance projects that preserve African American historical and cultural sites.
Appalachian Regional Commission (ARC)

Grant contacts:

Brooxie Carlton
Brooxie.carlton@tn.gov
615-336-2481

Lindsay Gainous
Lindsay.gainous@tn.gov
615-235-1907


The Appalachian Regional Commission is composed of governors of the thirteen Appalachian states and one federal appointee. The ARC exists to create economic and community development opportunities for the Appalachian areas of the nation and serves fifty-two counties in Tennessee.

Each state sets its priorities for ARC funds. While Tennessee’s first priorities involve industry and access to water services, the third priority is “opportunity projects,” defined as “the ability of the governor to respond to unique problems or opportunities presented by a community.” The Dunbar Rosenwald Foundation’s efforts to restore the building as a community space may qualify in this third category. Additionally, the ARC’s Investment Goal 4 of the latest strategic plan (2016-2020) is to “strengthen Appalachia’s community and economic development potential by leveraging the Region’s natural and cultural heritage assets.”

Grants offered by ARC must be matched depending on the county’s economic status for fiscal year 2017. As a “Transitional” county, grants for Loudon require a 50% match. The ETDD mentioned above is a resource for applying for such a grant and should be notified if you intend to apply.

Johanna Favrot Fund through the National Trust for Historic Preservation

The Watergate Office Building
2600 Virginia Avenue NW
Suite 1100
Washington, DC 20037
800-944-6847
info@savingplaces.org

https://forum.savingplaces.org/build/funding/grant-seekers/specialprograms/favrot-fund
The Johanna Favrot Fund was created to save historic sites and environments that foster appreciation of the nation’s diverse cultural heritage. This is an extremely competitive grant that supports bricks-and-mortar activities, such as the restoration work needed on the Dunbar Rosenwald School building.

Questions about this fund can be answered by following the link above, or contacting the National Trust for Historic Preservation.

**United States Department of Agriculture (USDA)**

**Rural Development**

**RD Service Center Office**
USDA Service Center Knoxville
4730 New Harvest Lane
Knoxville, Tennessee 37918
865-523-3338 ext. 4

USDA Rural Development provides grant funding to develop “essential community facilities in rural areas.” An “essential community facility” is defined as a facility that provides an essential service to a local community in a rural area (rural area defined as less than 20,000 residents). For more information on these grants, contact the local USDA Rural Development Service Center office in Knoxville.
APPENDIX

1. ROUTINE MOISTURE MAINTENANCE PLAN

After all moisture issues have been successfully resolved, the Preservation Association should follow a routine moisture maintenance plan for the building to keep moisture under control to prevent and divert further problems. Throughout this maintenance, the Preservation Association should record building conditions with a journal, photos, a file of professional inspection reports and repairs.

Immediately:

- When it rains, walk through the entire building to look for leaks. Outside, walk around the perimeter of the building to inspect the gutter systems and other exterior issues.

- After it rains, walk through the entire building to look for leaks, condensation, and other moisture issues; walk around the perimeter of the building outside to inspect exterior for problems. Inspect the foundation for standing water and saturated masonry.

- After a storm, inspect the roof and check for missing shingles and replace them immediately, or cover any damaged areas with NPS recommended temporary roofing material such as galvanized corrugated metal roofing panels, 90 lb. rolled roofing, or a rubberized membrane until the roof can be fixed.

Every Four to Six Months:

- Walk through the entire building to monitor the building materials and humidity levels, check any persistent or recurring problems, and identify new problems that arise.

- Clean and inspect gutter systems to ensure gutters and their related equipment are in good condition and are working properly. As the equipment wears or is damaged over the years, all issues need to be addressed as soon as possible.

- Monitor the building and surrounding grounds for drainage and erosion issues. Make sure the ground absorbs water efficiently.

- Check to make sure rainwater is properly draining away from the building, to the city water system, if available.

Yearly:

- Inspect the roof for missing shingles and damaged parts, make needed repairs as soon as possible.
• Inspect the foundation for standing water, mold on floor joists, pests, saturated masonry, and fungus on exterior cladding.

Every Five Years:

• Have a qualified professional inspect the roof, gutter systems, attic areas, and foundation.

• Inspect for termites; exterminate them if found and treat the wood as needed.