



# SCOTT BUILDING

2659 DOUGLAS STREET, VICTORIA, BC

## CONSERVATION PLAN

AUGUST 2019



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Scott Building located at the intersection of Douglas Street and Hillside Avenue in Victoria's Burnside neighbourhood.

# 1.0 INTRODUCTION

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>HISTORIC NAME:</b>        | Scott Building                    |
| <b>CIVIC ADDRESS:</b>        | 2659 Douglas Street, Victoria, BC |
| <b>ORIGINAL OWNER(S):</b>    | Robert Scott                      |
| <b>ARCHITECT:</b>            | Lord Wilfrid Hargreaves           |
| <b>DATE OF CONSTRUCTION:</b> | 1912                              |

The Scott Building is located at 2659 Douglas Street in Victoria's Burnside neighbourhood. The three-storey steel and timber structure with masonry cladding of brick and terra-cotta is an impressive Classical Revival-style block. Constructed in 1912, the scale, detailing, and materials of the Edwardian-era building stands in contrast to its present-day surroundings. The Scott Building is highly identifiable by its: three-storey height with buff brick and terra-cotta on its primary (north and west) façades; rectangle plan; regular arrangement of fenestration of the upper floors; terra-cotta clad columns, storefront cornice, parapet cornice; and portico on Douglas Street with ornate terra-cotta elements, marble panels, and "Scott Building 1911 A.D." signband integrated into the portico's frieze.

The building, constructed prior to the First World War during Victoria's Edwardian-era economic boom, was built for Robert Scott and designed by noteworthy architect, Lord Wilfrid Hargreaves. The block is located in what was once Victoria's centre of resource-based industries. When completed, the building possessed commercial businesses on the ground floor and residential space on the upper two floors; thus, filling the immediate community's growing need for locally-based amenities and accommodations. The Scott Building was well positioned on the B.C. Electric rail line, providing direct access to Victoria's downtown centre.

An overall redevelopment scheme for this property has been prepared by Michael Green Architecture. The nature of the redevelopment of the site involves the preservation of the Scott Building with proposed additions to the roof and to the lot to the east.

The major proposed interventions of the overall project for the Scott Building include:

- Retention of Scott Building's primary (street) façades and rehabilitation of its secondary (non-street) façades;
- Rehabilitation of Scott Building's structure to facilitate the proposed new floor plan, with intent to retain as much of the structure as possible (approximately 50%);
- Preservation of retained character-defining elements that are intact, and repair in-kind only as required deteriorated elements;
- Rehabilitation of upper floor fenestration of primary façades;
- Rehabilitation of Hillside Avenue and Douglas Street storefronts including the reinstatement of sections of the brick wall at ground level of Hillside Avenue;
- Rehabilitation of chamfered storefront with pass-through at Douglas Street and Hillside Avenue corner of building;
- Addition of modern extensions to the east and south;
- Addition of a single floor above the roof of the extant historic building set back from the parapet;
- Rehabilitation the site through the construction of a new six-storey structure to the east of the extant building.

This Conservation Plan is based on Parks Canada's *Standards & Guidelines for the Conservation of Historic Places in Canada*. It outlines the preservation, restoration, and rehabilitation that will occur as part of the proposed development.

## 2.0 HISTORIC CONTEXT

### INTRODUCTION

The Scott Building at 2659 Douglas Street was built in 1912 and represents the Edwardian era history of the Burnside neighbourhood of Victoria. The building is a tangible reminder of the booming economy of the early twentieth century, which saw the construction of some of Victoria's most prominent buildings. The building is prominently located at the corner of Douglas Street and Hillside Avenue and is characterized by its three-storey height, masonry construction, substantial entryway and cornices on the street façades, and its storefronts along the ground level.

### BURNSIDE NEIGHBOURHOOD HISTORY

Burnside is an expansive neighbourhood, stretching from the northern edge of downtown through Rock Bay to the city's north and west limits along Harriet and Tolmie Streets and east to Blanshard Street. The area was for centuries home to First Nations whose campsites dotted the harbour shore. With European colonization this area soon hosted an extraordinary range of urban development, both industrial and

residential. By 1900, waterside factories, mills and shipyards – along with attendant cabins and lodgings nearby for labourers – shared a common shoreline with grand mansions, rose gardens and croquet lawns. Tracks for streetcars and no less than three railroads traversed adjoining working-class neighbourhoods.

Hillside Avenue witnessed a residential construction boom in the late nineteenth century as it was extended west to Douglas Street; by 1893, there were 55 houses listed, with residents including hackmen, boatbuilders, longshoremen, tannery workers, sawyers and teamsters. The early duality of the junction of Hillside Avenue with Douglas Street, blending 'country-living' within walking distance of town, was highlighted by the construction there of ornamental fountains and troughs in 1885. Tired horses hauling loads from rural Saanich to town welcomed the cooling water while riders preferred to slake their thirsts at the nearby Avenue Retreat Saloon (the fountain now stands in Market Square).

Houses continued to dominate the side streets in the area through the first decade of the twentieth century, however, the booming economy of the Edwardian era helped facilitate the commercial development of Victoria, especially along its arterial



1924 postcard view of the Scott Building.

## 2.0 HISTORIC CONTEXT



Roundabout at the intersection of Douglas Street, Government Street, Hillside Avenue and Gorge Road, circa 1950, City of Victoria Archives M05852

routes, including Douglas Street. The Scott Building was constructed at the height of the economic expansion that was rippling throughout the city. Commissioned by Robert Scott, the building became home to a variety of retail establishments and office space above. The stately building, on one of the city's busiest intersections, ensured it would become a neighbourhood landmark soon after its completion.

The Hillside/Douglas junction continued its evolution through the twentieth century as gas stations, attracted by increasing Island traffic funneling into the city, became a fixture by the 1930s. A roundabout, named Fountain Circle and designed to further increase the efficiency of traffic

flow, was established and utilized between 1950 and 1963. Motor hotels and other automobile commercial development in the area accelerated during the mid-century, as the Mayfair Shopping Centre was constructed in 1963 and Blanshard Street was realigned in the late 1960s, leading to the demolition of the historic North Ward School and more than 100 Edwardian era houses. Despite the rapidly changing context of the surrounding Hillside/Douglas area, the Scott Building has remained standing for more than a century, echoing its robust construction and adaptable interior spaces, capable of serving a variety of users, even as the economic markets in the neighbourhood have perpetually shifted.



Scott Building, 1960, City of Victoria Archives M01269

## 2.0 HISTORIC CONTEXT

### **ORIGINAL ARCHITECT: LORD WILFRID HARGREAVES**



L.W. Hargreaves, Building the West

Lord Wilfrid Hargreaves (1880-1966) was active in Victoria from 1909 until after 1950. He was a native of Rawtensall, near Manchester, England, and was the son of James Henry Hargreaves who was recorded as an 'architect & surveyor', and a member of the Institute of Civil Engineers. His family moved to Canada in 1892, when Wilfrid was 12 years old. The Hargreaves settled in Winnipeg, and it is likely that J.H. Hargreaves persuaded his son to pursue a career as an architect. Beginning in 1900, Wilfrid served a three-year apprenticeship with George C. Browne, a leading architect in Winnipeg, and then worked as a draftsman in the office of Daniel Smith. In 1906, he opened an office in Winnipeg under his own name.

Hargreaves left Canada in 1908 and moved to Spokane, Washington where he worked in the office of John K. Dow, assisting him with the plans for

the new Library, Assembly Hall and Heating Plant for Washington State College in Pullman. In 1909 Hargreaves moved to Victoria and, at this point, he appears to have changed his name from Wilfrid Lord Watkins Hargreaves to Lord Wilfrid Hargreaves, and most documents and sources in Canadian publications refer to the latter spelling. He designed a number of commercial and residential buildings in Victoria before the First World War, but by 1921 he had taken a new post of staff architect with the B.C. Provincial Department of Public Works. By 1930, he had been appointed Assistant Chief Architect in that department, working under the direct supervision of Henry W. Whittaker, the Chief Architect. His last known works for the Province were a series of plans for Provincial Liquor stores in several cities in British Columbia. Hargreaves died in Victoria on August 13, 1966.



# 3.0 STATEMENT OF SIGNIFICANCE

**Address:** 2659 Douglas Street, Victoria, British Columbia

**Historic Name:** Scott Building

**Original Owner:** Robert Scott

**Original Architect:** Lord Wilfrid Hargreaves

**Original Contractor:** Pacific Coast Construction Company

**Date of Construction:** 1912

## Description of Historic Place

The Scott Building is a three-storey building situated prominently at the corner of Douglas and Hillside Avenue in the Burnside neighbourhood of Victoria. Notable features of this Classical Revival building include the extensive use of terra cotta, with a west entry denoted by a massive architrave and two Ionic classical columns. Inscribed above the main entrance and on the west parapet is “Scott Building.”

## Heritage Value of Historic Place

The Scott Building is valuable as a testament to the Edwardian era development of the Burnside neighbourhood as the hub of local industry in Victoria. Burnside, established early in Victoria’s development, housed the majority of Victoria’s resource-based industries including lumber processing, shipbuilding, manufactured goods and thriving sealing and whaling industries. The neighbourhood was important both to the economic growth of Victoria and the Province. Burnside neighbourhoods quickly grew as a response to the centralization of industry in the area, and reflect the diversity and status of families living and working in the neighbourhood. Corresponding to this neighbourhood growth was the demand for amenities and commercial office space, exemplified by the Scott Building with commercial on the ground floor and offices above. The building was ideally situated, within the heart of the Burnside neighbourhood, directly on the B.C. Electric rail line, and in close proximity to Victoria’s downtown.

Furthermore, the Scott Building, built 1912, is significant as a remarkable example of a Classical Revival design by esteemed architect Lord Wilfrid Hargreaves (1880-1966). Born in England, Hargreaves immigrated to Canada and worked

in both Edmonton and Calgary before moving to Victoria in 1909. Hargreaves had a successful career in Victoria, and has many large buildings attributed to him, including the Leland Building (1912) and the Yen Wo Society Building in Chinatown. In the 1920s, Hargreaves joined the Provincial Department of Public Works on a temporary basis. The Scott Building exhibits Hargreaves proficiency with the Classical Revival vocabulary. Noteworthy features include pilasters, brick patterning, parapet and the extensive use of terra cotta, which was supplied by Gladding, McBean & Company of California, the largest supplier of local architectural terra cotta during the Edwardian era boom. The building was constructed for local investor Robert Scott.

## Character-Defining Elements

Key elements that define the heritage character of the Scott Building include its:

- prominent corner location at Douglas Street and Hillside Avenue in the Burnside neighbourhood
- continuous commercial use
- form, scale and massing as expressed by its: three-storey height, built to the front property line; rectangular plan; raised parapets on two main façades; and flat roof
- heavy timber and steel construction;
- Classical Revival features including: patterned brick with variant stretcher rows; terra cotta cornices between first floor and above third floor decorated with egg-and-dart, acanthus scrolls, festoons and dentils; terra cotta lintels; terra cotta decorative raised diamonds; terra cotta and brick pilasters; west entry with terra cotta architrave featuring ionic columns, scroll cut brackets, dentils and garlands
- regular fenestration with segmental-arched window openings on the rear (east) elevation
- terra cotta “Scott Building” inscriptions on the west entry and west parapet

# 4.0 CONSERVATION GUIDELINES

## 4.1 STANDARDS AND GUIDELINES

The Scott Building's design, detailing, and historical context make it suitable for consideration for inclusion on the City of Victoria's Register of Historic Buildings. Parks Canada's *Standards & Guidelines for the Conservation of Historic Places in Canada* is the primary source used to assess the appropriate level of conservation and intervention. Under *Standards & Guidelines*, the work proposed for the Scott Building will include aspects of preservation, rehabilitation and restoration.

**Preservation:** *the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.*

**Restoration:** *the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.*

**Rehabilitation:** *the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, through repair, alterations, and/or additions, while protecting its heritage value.*

Any intervention to the Scott Building should be based upon the Standards outlined in *Standards & Guidelines*, which are conservation principles of best practice. The following **General Standards** should be followed when carrying out any work to an historic property.

## STANDARDS

### Standards relating to all Conservation Projects

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2. Conserve changes to a historic place, which over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
5. Find a use for a historic place that requires minimal or no change to its character defining elements.
6. Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing the materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable upon close inspection. Document any intervention for future reference.

## 4.0 CONSERVATION GUIDELINES

### **Additional Standards relating to Rehabilitation**

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place and any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

### **Additional Standards relating to Restoration**

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

## **4.2 CONSERVATION REFERENCES**

The proposed conservation work relating to the Scott Building will entail restoration, preservation and rehabilitation. The following conservation resources should be referred to:

*Standards and Guidelines for the Conservation of Historic Places in Canada*, Parks Canada, 2010.

<http://www.historicplaces.ca/en/pages/standards-normes/document.aspx>

### **National Park Service, Technical Preservation Services. Preservation Briefs:**

*Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>

*Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>

*Preservation Brief 3: Improving Energy Efficiency in Historic Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm>

*Preservation Brief 4: Roofing for Historic Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm>

*Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/6-dangers-abrasive-cleaning.htm>

*Preservation Brief 7: The Preservation of Historic Glazed Architectural Terra-Cotta*

<http://www.nps.gov/tps/how-to-preserve/briefs/7-terra-cotta.htm>

*Preservation Brief 9: The Repair of Historic Wooden Windows.*

<http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

## 4.0 CONSERVATION GUIDELINES

*Preservation Brief 10: Exterior Paint Problems on Historic Woodwork.*

<http://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm>

*Preservation Brief 11: Rehabilitating Historic Storefronts.*

<http://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm>

*Preservation Brief 14: New Exterior Additions to Historic Buildings: Preservation Concerns.*

<http://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm>

*Preservation Brief 15: Preservation of Historic Concrete.*

<http://www.nps.gov/tps/how-to-preserve/briefs/15-concrete.htm>

*Preservation Brief 17: Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.*

<http://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm>

*Preservation Brief 18: Rehabilitating Interiors in Historic Buildings – Identifying Character-Defining Elements.*

<http://www.nps.gov/tps/how-to-preserve/briefs/18-rehabilitating-interiors.htm>

*Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.*

<http://www.nps.gov/tps/how-to-preserve/briefs/24-heat-vent-cool.htm>

*Preservation Brief 25: The Preservation of Historic Signs.*

<http://www.nps.gov/tps/how-to-preserve/briefs/25-signs.htm>

*Preservation Brief 32: Making Historic Properties Accessible.*

<http://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>

*Preservation Brief 35: Understanding Old Buildings: The Process of Architectural Investigation.*

<http://www.nps.gov/tps/how-to-preserve/briefs/35-architectural-investigation.htm>

*Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing.*

<http://www.nps.gov/tps/how-to-preserve/briefs/37-lead-paint-hazards.htm>

*Preservation Brief 38: Removing Graffiti from Historic Masonry.*

<http://www.nps.gov/tps/how-to-preserve/briefs/38-remove-graffiti.htm>

*Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/39-control-unwanted-moisture.htm>

*Preservation Brief 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront.*

<http://www.nps.gov/tps/how-to-preserve/briefs/41-seismic-retrofit.htm>

*Preservation Brief 43: The Preparation and Use of Historic Structure Reports.*

<http://www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm>

*Preservation Brief 44: The Use of Awnings on Historic Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/44-awnings.htm>

*Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings.*

<http://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm>

### 4.3 GENERAL CONSERVATION STRATEGY

The primary intent is to preserve the historic Scott Building while undertaking its rehabilitation that will upgrade its structure and services to improve its functionality of use. As part of the overall project the building's form, scale, and massing will be largely preserved. Intact character-defining elements will be preserved, while missing or deteriorated elements will be restored and fenestration and storefronts will be rehabilitated.

#### Proposed Redevelopment Scheme

The overall redevelopment scheme for the property has been prepared by Michael Green Architecture. The nature of the redevelopment of the site involves the conservation of the Scott Building with proposed extensions to east and south and addition of a single floor at roof level.

The major proposed interventions of the overall project include:

- Retention of Scott Building's primary (street) façades and rehabilitation of its secondary (non-street) façades;
- Rehabilitation of Scott Building's structure to facilitate the proposed new floor plan, with intent to retain as much of the structure as possible (approximately 50%);
- Preservation of retained character-defining elements that are intact, and repair in-kind only as required deteriorated elements;
- Rehabilitation of upper floor fenestration of primary façades;
- Rehabilitation of Hillside Avenue and Douglas Street storefronts including the reinstatement of sections of the brick wall at ground level of Hillside Avenue;
- Rehabilitation of chamfered storefront with pass-through at Douglas Street and Hillside Avenue corner of building;
- Addition of modern extensions to the east and south;
- Addition of a single floor above the roof of the extant historic building set back from the parapet;

- Rehabilitation the site through the construction of a new six-storey structure to the east of the extant building.

Any proposed addition to the historic building, particularly all new visible construction is considered a modern addition to the historic structure. *Standards & Guidelines* list recommendations for new additions to historic places. The proposed design scheme should follow these principles:

- Design a rehabilitation of the exterior of the existing buildings that will be sympathetic to heritage character-defining elements.
- Design additions in a manner that draws a clear distinction between what is historic and what is new.
- Design for the new work should be contemporary, but should be compatible in terms of mass, materials, relationship of solids to voids, and colour, yet be distinguishable from the historic place.
- The new additions should be physically and visually compatible with, subordinate to and distinguishable from the preserved historic façades.

Any addition should be subordinate to the historic place. This is best understood to mean that the addition must not detract from the historic place or impair its heritage value. Subordination is not a question of size; a small, ill-conceived addition could adversely affect an historic place more than a large, well-designed addition.

Additions or new construction should be visually compatible with, yet distinguishable from, the historic place. To accomplish this, an appropriate balance must be struck between mere imitation of the existing form and pointed contrast, thus complementing the historic place in a manner that respects its heritage value.

## 4.0 CONSERVATION GUIDELINES

### 4.4 SUSTAINABILITY STRATEGY

Heritage conservation and sustainable development can go hand in hand with the mutual effort of all stakeholders. In a practical context, the conservation and re-use of historic and existing structures contributes to environmental sustainability by reducing solid waste disposal, saving embodied energy, and conserving historic materials that are often less consumptive of energy than many new replacement materials.

In 2016, the Federal Provincial Territorial Ministers of Culture & Heritage in Canada (FPTMCHC) published a document entitled, *Building Resilience: Practical Guidelines for the Retrofit and Rehabilitation of Buildings in Canada* that is “intended to establish a common pan-Canadian ‘how-to’ approach for practitioners, professionals, building owners, and operators alike.”

The following is an excerpt from the introduction of the document:

*[Building Resilience] is intended to serve as a “sustainable building toolkit” that will enhance understanding of the environmental benefits of heritage conservation and of the strong interrelationship between natural and built heritage conservation. Intended as a useful set of best practices, the guidelines in **Building Resilience** can be applied to existing and traditionally constructed buildings as well as formally recognized heritage places.*

*These guidelines are primarily aimed at assisting designers, owners, and builders in providing existing buildings with increased levels of sustainability while protecting character-defining elements and, thus, their heritage value. The guidelines are also intended for a broader audience of architects, building developers, owners, custodians and managers, contractors, crafts and trades people, energy advisers and sustainability specialists, engineers, heritage professionals, and*

*officials responsible for built heritage and the existing built environment at all jurisdictional levels.*

***Building Resilience** is not meant to provide case-specific advice. It is intended to provide guidance with some measure of flexibility, acknowledging the difficulty of evaluating the impact of every scenario and the realities of projects where buildings may contain inherently sustainable elements but limited or no heritage value. All interventions must be evaluated based on their unique context, on a case-by-case basis, by experts equipped with the necessary knowledge and experience to ensure a balanced consideration of heritage value and sustainable rehabilitation measures.*

***Building Resilience** can be read as a stand-alone document, but it may also further illustrate and build on the sustainability considerations in the Standards and Guidelines for the Conservation of Historic Places in Canada.*

### 4.5 ALTERNATE COMPLIANCE

Should the building be included as a listed building on Victoria’s Register of Historic Buildings and the historic resource be municipally designated, the Scott Building may be eligible for heritage variances that will enable a higher degree of heritage conservation and retention of original material, including considerations available under the following municipal legislation.

#### 4.5.1 BRITISH COLUMBIA BUILDING CODE

Building Code upgrading ensures life safety and long-term protection for historic resources. It is important to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements do not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of

## 4.0 CONSERVATION GUIDELINES

equivalencies have been developed and adopted in the British Columbia Building Code that enable more sensitive and appropriate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements. Table A-1.1.1.1, found in Appendix A of the Code, outlines the “Alternative Compliance Methods for Heritage Buildings.”

Given that Code compliance is such a significant factor in the conservation of heritage buildings, the most important consideration is to provide viable economic methods of achieving building upgrades. In addition to the equivalencies offered under the current Code, the City can also accept the report of a Building Code Engineer as to acceptable levels of code performance.

### 4.5.2 ENERGY EFFICIENCY ACT

The provincial Energy Efficiency Act (Energy Efficiency Standards Regulation) was amended in 2009 to exempt buildings protected through heritage designation or listed on a community heritage register from compliance with the regulations. Energy Efficiency standards therefore do not apply to windows, glazing products, door slabs or products installed in heritage buildings. This means that exemptions can be allowed to energy upgrading measures that would destroy heritage character-defining elements such as original windows and doors.

These provisions do not preclude that heritage buildings must be made more energy efficient, but they do allow a more sensitive approach of alternate compliance to individual situations and a higher degree of retained integrity. Increased energy performance can be provided through non-intrusive methods of alternate compliance, such as improved insulation and mechanical systems. Please refer to the *Standards & Guidelines for the Conservation of Historic Places in Canada* for further detail about “Energy Efficiency Considerations.”

### 4.6 SITE PROTECTION & STABILIZATION (SHORT-TERM)

It is the responsibility of the owner to ensure the heritage resource is protected from damage at all times. At any time that the building is left vacant, it should be secured against unauthorized access or damage through the use of appropriate fencing and security measures. Additional measures to be taken include:

- Are smoke and fire detectors in working order?
- Are wall openings boarded up and exterior doors securely fastened once the building is vacant?
- Have the following been removed from the interior: trash, hazardous materials such as inflammable liquids, poisons, and paints and canned goods that could freeze and burst?

The building should be protected from movement and other damage at all times during its rehabilitation and throughout the construction of additions and new buildings. Install monitoring devices to document and assess cracks and possible settlement of the masonry façade during construction.

The Scott Building currently has a commercial business occupying a portion of its ground floor. The balance of the ground floor is unoccupied, as is the basement and second and third floors.

The following checklist will ensure that work items for the protection during the temporary mothballing of the historic structure are not inadvertently omitted and the listed heritage resource secured:

#### Moisture

- Is the roof watertight?
- Is exterior cladding in good condition to keep water out?
- Is the site of the temporary location properly graded for water run-off?

#### Ventilation

- Have steps been taken to ensure proper ventilation of the building?
- Have interior doors been left open for

## 4.0 CONSERVATION GUIDELINES

ventilation purposes?

- Has the secured building been checked within the last 3 months for interior dampness or excessive humidity?

### **Pests**

- Have nests/pests been removed from the building's interior and eaves?
- Are adequate screens in place to guard against pests?
- Has the building been inspected and treated for termites, carpenter ants, rodents, etc.?

### **Security**

- Are smoke and fire detectors in working order?
- Are wall openings boarded up and exterior doors securely fastened?
- Are plans in place to monitor the building on a regular basis?
- Are the keys to the building in a secure but accessible location?
- Are the grounds being kept from becoming overgrown?
- Have the following been removed from the interior: trash, hazardous materials such as inflammable liquids, poisons, and paints and canned goods that could freeze and burst?
- Is the site securely fenced and regularly patrolled?
- Is the building signed identifying it as a protected heritage building with a phone number for citizens to call with questions or concerns or report vandals?

The aforementioned items will assist in protecting the listed heritage resource that is currently unoccupied during the planning process until actual site work commences.



# 5.0 CONSERVATION RECOMMENDATIONS

A condition review of the Scott Building was carried out during a site visit in July 2018. The site review was limited to a visual review of the exterior from street level and select interior spaces of the building. The recommendations for the conservation of the building are based on the site review and available archival documents, which provide valuable information about the original appearance of the historic building.

The following chapter describes the materials, their physical condition, and recommended conservation strategy for the Scott Building based on Parks Canada's *Standards & Guidelines for the Conservation of Historic Places in Canada*.

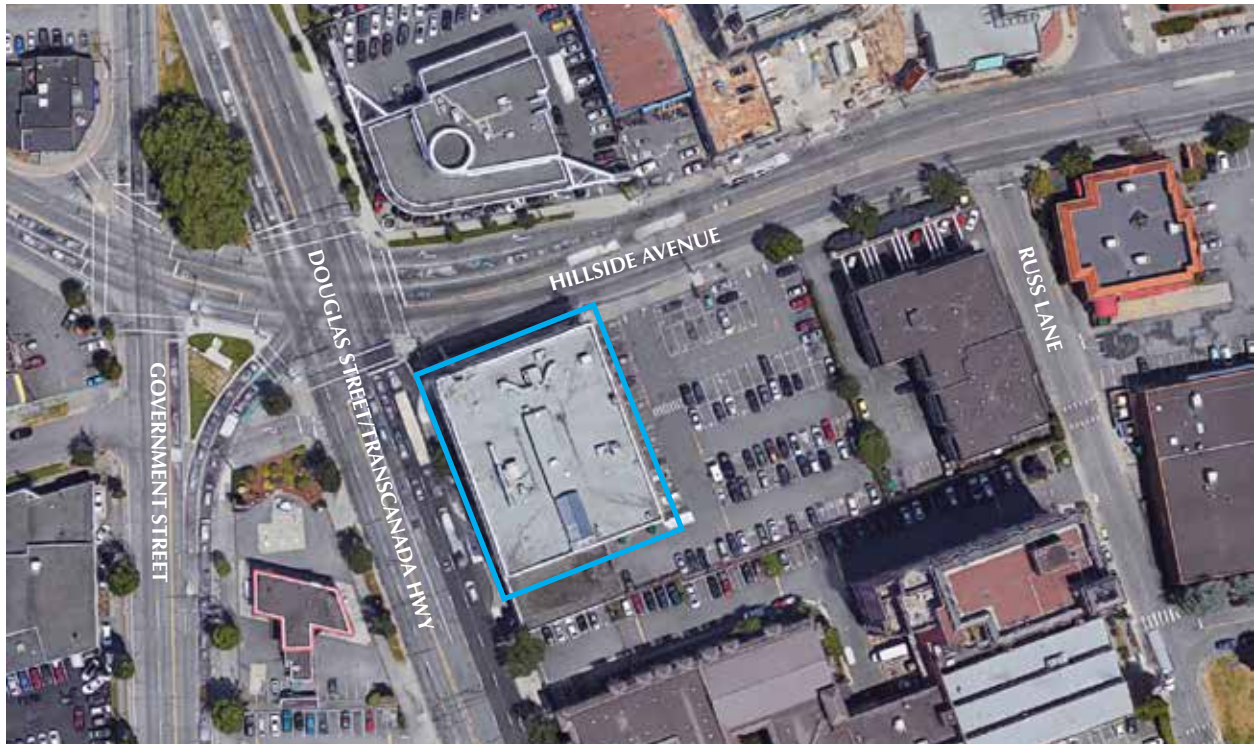
## 5.1 SITE

The Scott Building is located in its original location at the intersection of Douglas Street and Hillside Avenue in the Victoria neighbourhood of Burnside. The building was constructed to its north, south, and west property lines with its primary façades,

the north and west façades, facing Hillside Avenue and Douglas Street, respectively. To the east of the historic resource is a parking lot that partially wraps around the south façade of building. A one-storey building abutts the south façade of the Scott Building. All heritage resources within the site should be protected from damage or destruction at all times. Reference Section 4.6: Site Protection for further information.

### Conservation Strategy: Preservation

- Preserve the original location of the building. All rehabilitation work should occur within the property lines.
- Retain the position of the primary frontages located along Douglas Street and Hillside Avenue.
- Design any new infill structure to be “physically and visually compatible with, subordinate to, and distinguishable from the historic place” as recommended in **Standard 11**.



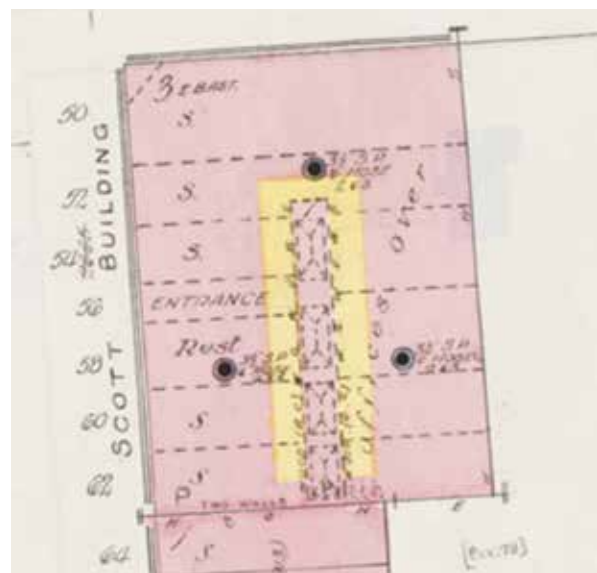
Scott Building (within box) and adjacent streets.

## 5.0 CONSERVATION RECOMMENDATIONS

### 5.2 FORM, SCALE & MASSING

The Scott Building is highly identifiable block constructed during the Edwardian-era. The building is characterized by its three-storey height, rectangle plan with flat roof, steel and timber structure with masonry exterior. A full-height basement extends under nearly the entire building. On the rear (east) façade, a below grade staircase was installed to provide access to the building caretaker's basement suite. This staircase has been removed; however, the below grade fenestration of the east wall is still evident. The rear façade has been further altered through the removal of the original exterior metal fire escape, removal of ground floor fenestration and in filling and/or resizing of original fenestration openings, and installation of a new ground floor entrance.

Currently, the ground floor possess retail space, the same use as when the building was first constructed. The second and third floors possess office spaces, which have been renovated multiple times. Archival architectural drawings show the original design of the first floor was a rectangle plan with the second and third floor possessing a u-shaped plan with the open end facing east. Skylights were present on the



**Left:** Insurance Plan of Victoria, British Columbia 1903, revised 1909 showing southeast corner of Hillside Avenue and Douglas Street.

**Right (top):** Insurance Plan of Victoria, British Columbia Volume 1, 1911 revised 1913 showing southeast corner of Hillside Avenue and Douglas Street with Scott Building constructed.

**Right (bottom):** Scott Building with u-shaped plan of second and third floors intact.

## 5.0 CONSERVATION RECOMMENDATIONS



Three storey Scott Building with full-height storefront, brick and terra cotta exterior, and parapet.

roof of the first floor that provided natural light to flood the ground floor commercial spaces. At some point in the building's history (c1927), the skylights were removed and the u-shaped plan of the second and third floors was changed to match the rectangle plan of the first floor.

When first constructed the second and third floors were accessed via a main staircase inside the Douglas Avenue entrance. The staircase has been retained on the second and third floors, but has been removed from the ground floor. Elevators have been installed and an associated lobby space created on each floor. This intervention improved the accessibility of the Scott Building.

The block possesses a parapet and flat roof with skylight. Cornices are present at both the storefront and parapet levels. A digital clock and "Scott Building" sign have been added to the face of the parapet at the northwest corner of the building. These are both later interventions to the building and will be removed and the underlying parapet repaired.

### **Conservation Strategy: Rehabilitation**

- Preserve the overall form, scale and massing of the building with structure rehabilitated through extensions to east and south and

single storey above extant roof level.

- Preserve the position of the historic primary façades of the building on Douglas Street and Hillside Avenue.
- Retain parapet projecting above existing roof level.

## 5.3 FOUNDATIONS

The existing concrete foundation will be rehabilitated as part of overall project, including necessary seismic reinforcement. Careful attention should be made to ensure the exterior masonry walls above grade, particularly the primary façades are not damaged during any below grade rehabilitation work.

### **Conservation Strategy: Preservation & Rehabilitation**

- Existing foundations should be preserved, if possible.
- If new foundations are proposed, concrete is a suitable material. New material should match original in appearance, as viewed from the exterior.
- Foundations should be reviewed by a Structural Engineer. Once condition is

## 5.0 CONSERVATION RECOMMENDATIONS

assessed, conservation recommendations can be provided.

- To ensure the prolonged preservation of the new foundations, all landscaping should be separated from the foundations at grade by a course of gravel or decorative stones, which help prevent splash back and assist drainage. New vegetation may assist in concealing the newly exposed foundations, if desired.

### 5.4 EXTERIOR WALLS

The walls of the second and third storeys of the primary (north and west) façades of the Scott Building are clad in brick and terra cotta. The base of the columns present on the ground floor are of granite or concrete, with the latter a later intervention. The walls of the secondary (east and south) façades are brick which has been parged.

#### 5.4.1 GRANITE

The bases of the five original ground floor columns that were present at the northwest, southwest, and southeast corners and at either side of the portico were grey granite blocks. Granite was also used as the bases for the Ionic columns of the portico and within entry itself. The intact grey granite bases are original to the building's construction and should be preserved. The granite is in good condition overall with minor damage typically to the outside corners of the blocks.

#### Conservation Strategy: Preservation

- Preserve the intact grey granite bases.
- Undertake complete condition survey of condition of all granite surfaces.
- All cleaning and repair specifications to be reviewed by Heritage Consultant.
- Overall cleaning of the granite shall only be carried out if necessary. Do not use any abrasive methods that may damage the face of the stone. In areas where cleaning is required, use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is



**Above:** Original grey granite base of northeast corner.

**Below:** Grey granite base at columns and step of portico. Localized chips and staining on granite.



## 5.0 CONSERVATION RECOMMENDATIONS

not permitted.

- Repoint by raking out loose mortar material to a uniform depth. Take care that the stone is not damaged. Work should only be undertaken by skilled masons. Do not use power tools to cut or grind joints. Repoint mortar joints with new mortar that matches existing in consistency, composition, strength, colour and pointing profile; note the finely tooled profile of the original mortar joints.

### 5.4.2 BRICK

The walls of the upper floors of the primary (north and west) façades are clad in buff coloured brick with light coloured mortar and laid in running bond. The same brick is used to clad the pilasters between the upper floor windows, which are present near the corners of the primary façades and the jack-arch window lintels. Eight decorative panels, two on the west façade and six on the south façade, are composed of buff brick laid in a chevron pattern bordered by a single course of brick in stack bond

on the sides with soldier course of brick at the top and bottom of the panel. The top and bottom of the panel are further detailed by a single rowlock course of brick. The parapet is also clad in buff brick laid in running bond.

The secondary façades, east and south, are parged. The assumption is that the façades are clad in brick, which has been parged. Further investigation is required to verify this assumption. Archival architectural drawings show that the sills on the rear of the building are noted as brick. These too have been parged. From the ground level, the parging appears to be in good condition with no noticeable cracks or missing sections. The parging has been painted, which is in also in good condition.

Overall, the brick cladding is in good condition with general weathering present and localized areas of deterioration. There are multiple areas where organic buildup has occurred, particularly the parapet around the later added digital clock and the “Scott Building” sign. There is also staining and organics below the parapet cornice and at



**Above:** Buff brick laid in running bond with light coloured mortar. Brick is present on the second and third floors, and parapet of primary façades.

## 5.0 CONSERVATION RECOMMENDATIONS



**Above:** Buff brick laid in running bond with light coloured mortar. Brick is present on the second and third floors and parapet of primary façades. Jack arch brick lintels on primary façades. Redundant fixtures, anchors, and conduit should be removed and brick and mortar repaired. Eight panels (two on north façades and six of west façade) of patterned brick with terra cotta diamond elements.

## 5.0 CONSERVATION RECOMMENDATIONS



**Left:** East and south façades have parging. Unknown if brick is underneath parging and what its condition is, further investigation required. These façades were parged originally and existing parging is in good condition. Painted bands at storefront and parapet cornice heights are not original.



**Above Left:** Brick pilasters of upper floors. Localized mortar loss, staining, organics present on both primary façades.

the bases of the pilasters that separate the upper floor window openings. The mortar joints display localized mortar loss, again, to a greater degree at the parapet. Past unsympathetic repointing is also present on the parapet. The condition and method of anchorage have not yet been fully evaluated, further investigation is necessary. Detailed investigation will be needed to confirm appropriate remedial measures, and it is expected that seismic related interventions should be designed in a manner that is not visible to the exterior and with as minimal



**Above Right:** Example of mortar loss, staining and organics at parapet level.

## 5.0 CONSERVATION RECOMMENDATIONS

impact to intact original materials as possible.

### Conservation Strategy: Preservation

- Preserve the brick exterior and replace in-kind brickwork that is too deteriorated to retain. Retain sound exterior masonry or deteriorated exterior masonry that can be repaired.
- Undertake complete condition survey of condition of all brick surfaces.
- Cleaning, repair and repointing specifications to be reviewed by Heritage Consultant.
- All redundant metal inserts and services mounted on the exterior walls should be removed or reconfigured. Any holes in the brick should be filled or brick replaced to match existing.
- Repoint where necessary by raking out loose mortar material to a uniform depth. Take care that arrises of the brick are not damaged. Work should only be undertaken by skilled masons. Do not use power tools to cut or grind joints. Repoint mortar joints with new mortar that matches existing in consistency, composition, strength, colour and pointing profile.
- Overall cleaning of the brickwork should be carried out. Do not use any abrasive methods that may damage the fireskin surfaces. Use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is not permitted.
- Former brick wall at ground level of Hillside Avenue to be rehabilitated through construction of sections of brick wall using similar materials and pointing profile as original.

### 5.4.3 TERRA COTTA

The buff brick on primary façades (north and west) is complimented by cream coloured glazed terra cotta elements. The Scott Building's terra cotta was manufactured by Gladding, McBean & Co. of California who produced terra cotta for a number of noteworthy Victoria buildings including the Union Bank Building, Union Club, Winch Building, and



**Above:** Example of storefront level column clad in glazed terra cotta with sunk panel. Typical materials and design of intact storefront level columns.



## 5.0 CONSERVATION RECOMMENDATIONS

the National Historic Site of Craigdarroch Castle. The existing terra cotta on the primary façades of the Scott Building is original to its 1911 construction.

At the ground floor storefront level, glazed terra cotta has been used on the storefront level's columns and cornice. The columns have sunk panels that are rectangle with a convex curve at the top. The columns sit on grey granite bases. The original design of the building's storefront showed only five columns at the southeast, southwest, and northwest corners, and on either side of the portico. Only the columns at the southeast corner and on either side of the portico (the latter will be discussed in 5.7) retain their terra cotta cladding. The southeast



**Above:** Column at northwest corner rebuilt. Materials and design do not match archival drawings or historic photos. Recommend column be rehabilitated to reflect original.

column retains its combed surface finish as well as a cyma recta-like moulding set within the sunk panel that mirrors the shape of the recessed panel. The southwest and northwest columns have been extensively altered or replaced in their entirety. The design of the southwest column's sunk panel does not match the southeast nor does it match what is shown in archival architectural drawings and historic photographs. For this column, stucco or some other render has been applied to the surface. The column at the northwest corner is shown in archival drawings as being clad in terra cotta with a rectangle sunk panel on its north and west faces. Assuming the Scott Building was constructed as shown in the archival drawings, the detailing and finish of the extant southeast column matches the archival drawings. Further investigation is required to determine if any terra cotta elements of the northwest and southwest columns have been retained beneath the later finishes, or if both have been completely rebuilt.

The glazed terra cotta storefront cornice is intact and original to the building's construction. The storefront cornice spans the entire length of both the Douglas Street and Hillside Avenue façades. The storefront cornice is characterized by a corbelled architrave above which is a plain frieze with combed surface the terminates with a concave top edge. Above the frieze is a band of egg and dart moulding which is positioned below a band with fluted detail and capped with a cove moulding. The cornice is in good to fair condition overall. There is deterioration present in the form of chips and cracks to terra cotta, damage to the glazed surface finish, areas where the biscuit is exposed, crazing, mortar loss, organic deposits, and staining particularly the mortar joints and top and cove of the storefront cornice.

Above the storefront cornice on the primary façades is a terra cotta sill band that spans the length of both primary façades. The band possess a combed finish, a surface technique created before the terra cotta is glazed. Above the sill band at the base of the pilasters and at the base of the mullions for the windows a single block course of terra cotta with combed surface finish is present. The pilasters are capped with a terra cotta capitals with combed

## 5.0 CONSERVATION RECOMMENDATIONS



**Above:** Glazed terra cotta storefront level and parapet level cornices present on both primary façades of Scott Building. Cornices are original to the building. Terra cotta sill band present above storefront cornice. Terra cotta elements also include circle rosette integrated in to panels between second and third floor windows.

## 5.0 CONSERVATION RECOMMENDATIONS



**Above:** Example of combed finish of terra cotta. Finish has been damaged exposing biscuit underneath. Mortar loss also present throughout.



**Above and Below:** Glazed terra cotta storefront level cornice. Plain frieze with egg and dart and flute mouldings. Staining, chips to finish, mortar loss and discoloured mortar typical of storefront cornice.



**Above:** Glazed terra cotta window sill typical of third floor windows on primary façades. Sills in good condition. Some sills appear to have been unsympathetically repointed in the past.

surface and pairs of raised circular rosettes on the neck below a cyma reversa cap. Between the pilasters, and above all third floor windows, is a corbelled terra cotta lintel band. Localized areas of deterioration are evident when viewed from street level. Staining of mortar joints, the face and top of some of the terra cotta elements is evident. At the top of the lintel there is more significant staining and mortar loss present.

The third floor windows of the Douglas Street and Hillside Avenue façades possess white glazed terra cotta sills. Below some third floor windows are brick panels bordered by terra cotta elements with a combed surface finish with circular rosettes similar to those present on the capital of the pilasters. Accenting the decorative chevron patterned brick panels on the primary façades are relief white glazed terra cotta diamond-shaped elements.

A substantial cornice is present at the parapet level of both primary façades. The glazed terra cotta cornice is characterized by a corbelled architrave and a plain frieze with combed surface finish punctuated by triglyphs with guttae. The upper extent of the cornice consists of bands of elements including: leaf motif, dentils, bead band, egg and dart, and projecting upper element with garlands with ribbons and floral motifs on the face separated by floral rosettes and capped with a gently curved cove band. On the underside of the cornice, in line with the floral rosettes on the face of cornice, are floral

## 5.0 CONSERVATION RECOMMENDATIONS



**Above:** Glazed terra cotta cornice at parapet level includes frieze with combed surface finish punctuated by triglyphs with guttae. The upper extent of the cornice includes leaf motif, dentils, bead band, egg and dart, and projecting upper element with garlands with ribbons and floral motifs on the face separated by floral rosettes .

rosettes. Both rosettes align with the triglyphs of the frieze. The parapet cornice possesses a range of types of deterioration including: chips, cracks, damage to the glazed surface finish, mortar loss, organic deposits, staining particularly of the mortar joints and adjacent to the joints, unsympathetic past repointing, and installation of cap flashing.

The top of the buff brick parapet is capped with a glazed terra cotta cap. Modern metal cap flashing has been installed over the terra cotta cap. There is evidence of mortar loss and localized staining to the parapet cap. Anchors, presumably for the roof top flagpole, have been drilled through the face of the terra cotta which has caused spalling and chips to the face of the element. The bolts should be removed and terra cotta repaired or replaced. The flagpole should be anchored in an alternative manner that does not involve anchoring the flagpole to the parapet.

The terra cotta elements present on the primary façades are original and character defining and



**Above and Below:** Mortar loss and staining present on façade and underside of parapet cornice.



## 5.0 CONSERVATION RECOMMENDATIONS

are to be preserved. Further investigation of the glazed terra cotta elements on the primary (north and west) façades of the Scott Building is required to evaluate the condition and method of anchorage used. Through this investigation the appropriate level of remedial measures can be determined. It is expected that seismic anchorage will occur in a manner not visible to the exterior.

### **Conservation Strategy: Preservation and Rehabilitation**

- Preserve the terra cotta on the primary façades. Replace in-kind terra cotta that is missing or is too deteriorated to retain. Missing original terra cotta elements should be reconstructed as accurately as possible, based on archival architectural drawings, photographs and matching intact elements in good condition. New material should be physically and visually compatible with the historic original.
- Overall cleaning of the terra cotta should be carried out. Do not use any abrasive methods that may damage the fireskin surfaces. Use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is not permitted.
- All missing terra cotta work should be reinstated, with reference to archival photographs and archival architectural drawings as well as on-site testing of elements (e.g. southwest and northwest columns) to assess if original materials are present behind later materials. Moulds can be taken of existing repeat patterns, while any missing elements that are unique will have mould created. For highly ornate areas, the use of carving instead of casting may be explored.
- It appears some of the terra cotta elements may have had a coating or paint applied to them previously. Further investigation is required to determine if this is the case and if the later coating(s) can be removed without damaging the underlying material. Test samples should be undertaken to determine the feasibility of stripping any later applied coating or paint to the glazed terra cotta. Based upon the results,

a suitable conservation treatment can be determined.

- Remove later added clock, 'Scott Building' sign, and flag pole installed on parapet and repair terra cotta and/or brick as required.

## 5.5 ARCHITECTURAL METALWORK

### 5.5.1 PARAPET CAP FLASHING

Metal cap flashing has been installed over the original glazed terra cotta cap on the parapet. The metal cap flashing is a later intervention to the building. Review of the metal cap flashing from the



**Above and Below:** Metal cap flashing added to glazed terra cotta parapet cap. Metal flashing is a later intervention.



## 5.0 CONSERVATION RECOMMENDATIONS

ground, it appears to be in fair condition with no missing segments, gaps, or damaged components. The chosen colour of the metal cap flashing is sympathetic to the colour of the terra cotta. Existing cap flashing should be assessed as part of overall parapet work.

### Conservation Strategy: Rehabilitation

- Evaluate the overall condition of the parapet cap flashing to determine whether more protection, maintenance, and/or limited repair or replacement in kind is required.
- Remove corrosion that may be discovered upon closer inspection, patch and repair, caulk joints as required and apply appropriate primer for galvanized surface.
- Repair or replace deteriorated flashing, as required. Repairs should be physically and visually compatible.
- If new flashings are installed, ensure that the colour is compatible with the overall colour scheme.



**Above:** Ornate portico of Douglas Street entry of terra cotta and granite.

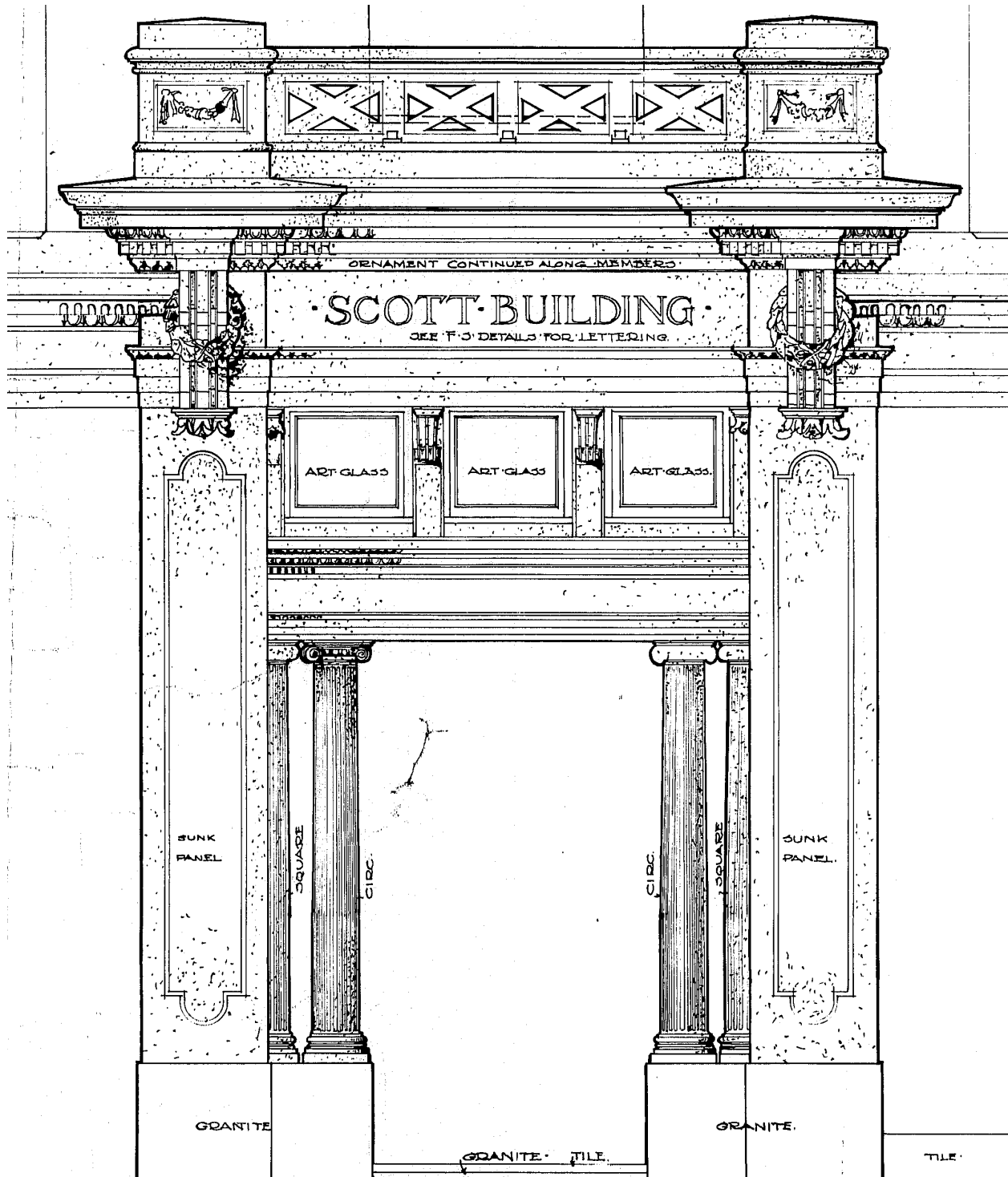
### 5.6 PORTICO

On the west façade (Douglas Street) is the Scott Building's primary entrance with prominent portico clad in glazed terra cotta. The portico is framed on each side by a column with grey granite base and terra cotta cladding. The front and one side of each column possess sunk panels of a rectangle shape with arched portion at the top and bottom of each sunk panel. Within the sunk panel is a narrow cyma recta-like moulding that traces the shape of the depression.



**Above:** Terra cotta cladding on column at Douglas Street entry. Columns have sunk panels on front and inside faces. Hairline cracks present in some of the terra cotta pieces. Mortar loss and stained mortar joints present.

5.0 CONSERVATION RECOMMENDATIONS



Above: Detail of Douglas Street entrance shown on 1912 architectural drawings by L.W. Hargreaves.

On either side of the portico are sets of columns. An engaged square column with a volute capital, and Ionic columns with volute capitals. The columns have grey granite bases. The soffit of the entry possesses a recessed panel with decorative moulding. Above the columns are bands of corbelling, frieze, dentils, egg and dart, and cove glazed terra cotta elements. Three panels of leaded glass separated by mullions with scroll brackets are positioned between the lower entry cornice and the upper portion of the portico.

Within the entryway are marble and granite panels. On the floor of the entry there is a panel with "Scott Building." The original granite and tile floor of the entry has been altered and some of the original marble panels that were at one time present on the walls of the entry have been removed. Metal security gates have been installed within the entry.

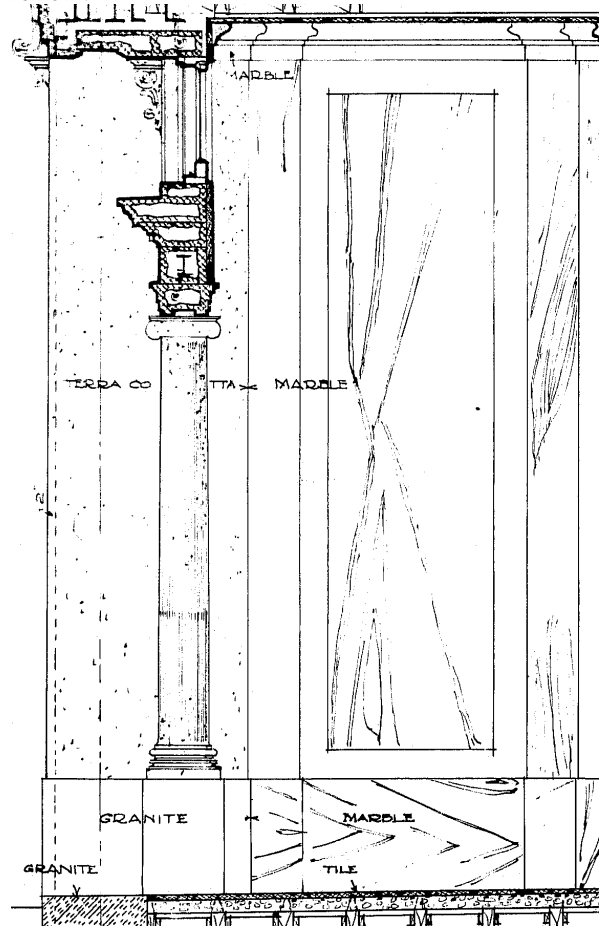


**Above:** Terra cotta decorative moulding elements including bead band, dentil band, and egg and dart.

**Below:** Detail on archival drawings of entry marble wall panels. Only pieces of the original marble panels remain.



**Above:** Engaged square column with volute capital and Ionic column with volute capital on grey granite base present on both sides of Douglas Street entry. Metal security gates are a later intervention





## 5.0 CONSERVATION RECOMMENDATIONS



**Above:** Upper portion of the portico with similar terra cotta mouldings (dentil, egg and dart) as seen below leaded glass panels. Staining, mortar loss, and discoloured mortar joints typical. Low decorative balustrade present on top of portico original to building and in good condition.

The architrave of the upper cornice of the portico is corbelled with a leaf motif. The frieze possesses the "SCOTT BUILDING" sign band for the building in relief lettering. Above the frieze, bands of decorative terra cotta elements exist including those of leaf motifs, dentils, and egg and dart. The top of entablature is finished by a projecting cyma reversa terra cotta moulding. On the front of the portico below the upper egg and dart band and extending down to the top of the sunk panels on the face of the columns are large brackets. These terra cotta brackets are characterised by scroll, wreath, and guttae-like elements. On top of the portico is a low decorative balustrade with open panels with a "x" pattern, relief garland elements on the face of the corner posts, and moulded top rail.

The plain pieces of terra cotta on the portico possess a combed surface finish. The clay was combed prior to being glazed and fired to achieved this effect. The design and materials of the portico are original and thus character-defining and are to be preserved. The glazed terra cotta elements of the portico require further investigation to evaluate the condition and method of anchorage used. Through

this investigation the appropriate level of remedial measures can be determined.



**Above:** Terra cotta scroll and wreath brackets with floral guttae on front of terra cotta columns.

## 5.0 CONSERVATION RECOMMENDATIONS

### Rehabilitation

- Preserve the design and intact original materials of the portico. Replace in-kind elements that are missing or too deteriorated to retain.
- Missing original terra cotta elements should be reconstructed as accurately as possible, based on archival architectural drawings, photographs and matching intact elements in good condition. New material should be physically and visually compatible with the historic original.
- Overall cleaning of the terra cotta, marble, and granite components of the portico should be carried out. Do not use any abrasive methods that may damage the surfaces. Use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is not permitted.
- All missing granite, tile, and marble of the portico should be rehabilitated, with reference to archival photographs and archival architectural drawings.
- It appears some of the terra cotta elements may have had a coating or paint applied to them previously. Further investigation is required to determine if this is the case and if the later coating(s) can be removed without damaging the underlying material. Test samples should be undertaken to determine the feasibility of stripping any later applied coating or paint to the terra cotta. Based upon the results, a suitable conservation treatment can be determined.
- Remove later added metal security gates and repair damaged caused by anchors.

### 5.7 FENESTRATION

*Windows, doors and storefronts are among the most conspicuous feature of any building. In addition to their function — providing light, views, fresh air and access to the building — their arrangement and design is fundamental to the building's*

*appearance and heritage value. Each element of fenestration is, in itself, a complex assembly whose function and operation must be considered as part of its conservation.*

*— Standards and Guidelines for the Conservation of Historic Places in Canada.*

#### 5.7.1 WINDOWS

All windows present on east façade and all windows of the primary façades (north and west) have been altered from their original design and materials. The frames have been retained; however, the sashes have been removed and new installed. On the east façade the ground floor window openings have been altered from their original design with openings resized, infilled, and/or converted into entries. The single assembly windows of the second and third floors of the east façade consist of arched openings with a single light fixed sash. The original design of windows on the upper floors of this façade were 1-over-1 hung wood windows. The windows that once existed on the ground floor, which were part of rear exits from the commercial units, included 1-over-1 and 2-over-2 wood windows with transoms. The original basement caretaker's apartment, which was accessed by exterior stairs on the east façade, had single assembly 1-over-1 and 2-over-2 wood windows that provided light and fresh air to the basement.

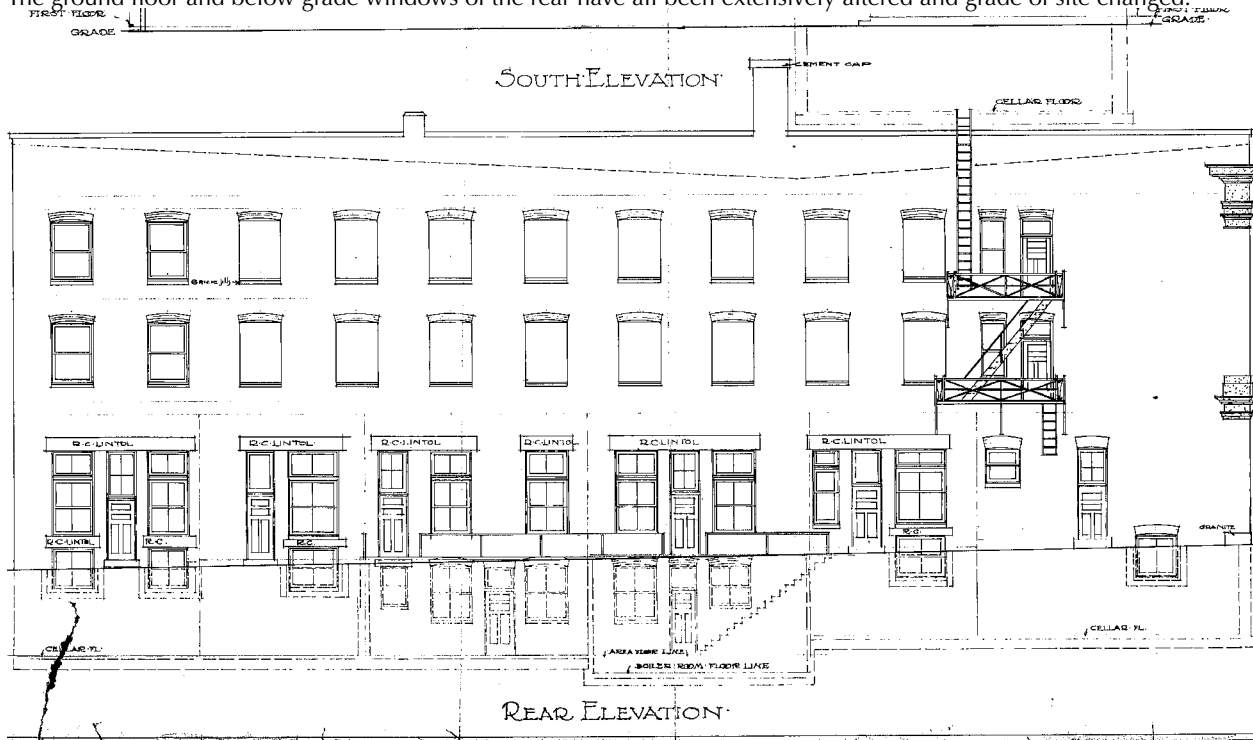
The original fenestration of the primary (north and east) façades included single and double assembly windows. On the ground floor of the north façade there were once three single assembly multi-light wood windows which have been removed. The windows were likely removed when the entire north façade of the ground floor was converted to be storefronts. The upper floors' windows of both primary façades originally consisted of hung 1-over-1 wood windows. All sashes have been removed; however, the wood frames, mullions, and brick moulds remain.

Intact original components such as frames, trim, sash pockets, mullions, etc should be preserved and repair in-kind as required. New wood sashes

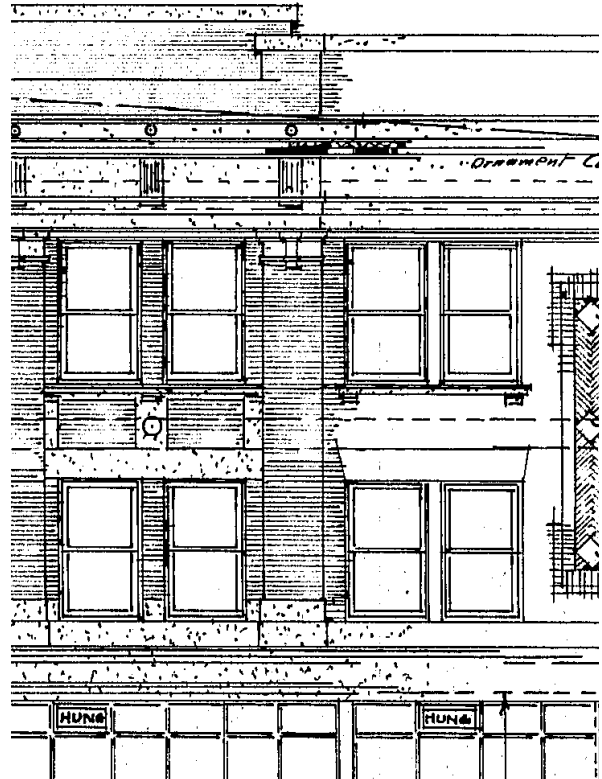
## 5.0 CONSERVATION RECOMMENDATIONS



**Above and Below:** Current condition of windows on the rear façade with fixed single light windows on second and third floors. Original windows of upper floors were 1-over-1 wood sash windows, as shown in architectural drawings below. The ground floor and below grade windows of the rear have all been extensively altered and grade of site changed.



## 5.0 CONSERVATION RECOMMENDATIONS



**Above Left and Right:** Window sashes of second and third floors of primary façades have been removed (left). Wood frames, mullions, and brick mould are intact with localized deterioration and paint failure present. Archival architectural drawing (right) show upper floor windows were 1-over-1 wood sash windows.



of 1-over-1 configuration should be installed in second and third floor windows on the north, south, and west façades. New wood sashes are to be solid Douglas Fir and through mortise and tendon construction with double glazing. Existing wood frames are to be preserved and milled to suit new sashes, if possible. The ground floor fenestration of the rear façade have been heavily altered. Archival drawings and photographs can be used as a guide for the replacement window sashes.

**Left:** Double assembly window with sashes replaced and wood frames, mullion, and brick mould intact. Intact window elements to be preserved and existing fixed single light window sashes replaced with 1-over-1 hung wood windows.

## 5.0 CONSERVATION RECOMMENDATIONS

### Conservation Strategy: Rehabilitation

- Inspect for condition and complete detailed inventory of the windows to determine the extent of recommended repair or replacement.
- Retain existing wood window frames, boxes, trim, mullions and repair as required, using in kind repair techniques, where feasible.
- Install new replacement wood sashes where sashes are missing. New sashes to be solid Douglas Fir of through mortise and tendon construction and double-glazed.
- Replacement wood window sashes are to be of mortise and tendon construction that match original windows in profile, configuration, operation, and appearance. Utilize archival architectural drawings and photographs as guides to the design of the replacement wood sashes.
- Prime and repaint as required in appropriate colour, based on colour schedule devised by Heritage Consultant.

### 5.7.2 DOORS

#### Primary Entry

When completed, the primary entry to the Scott Building was on the Douglas Street façade. The entrance provided access to the upper floors of the building. The current aluminum and glass assembly of this entry is not original and is a later intervention. The original door assembly was likely wood and glass consisting of doors, side lights and a transom. The primary entry should be rehabilitated to reflect the historic aesthetic of the building using historic precedents and archival architectural drawings as a guides for the new door assembly.

#### Secondary Entries

When constructed, only the rear (east) façade of the Scott Building possessed door assemblies not associated with the storefronts. All original door assemblies and door openings on the rear façade have been altered from their original design and materials, and an additional large entry has been added to the ground floor of the east façade. The original metal fire escape that was located on the second and third floors at the north end of the east



**Left:** Replacement aluminum door assembly of Douglas Street entry. New wood door assembly should be installed and existing aluminum assembly removed.

façade and its associated doors with transoms have been altered during the course of the building's history. The metal fire escape has been removed and the fire door with transom have also been removed and the openings infilled.

The door assemblies of the ground floor of the rear (east) façade should be rehabilitated in consideration of any new additions being constructed to the east of the historic building and the rehabilitation of ground floor interior of the Scott Building. The ground floor of the rear façade will be rehabilitated in keeping with the historic aesthetic of the building.

### Conservation Strategy: Rehabilitate

- Rehabilitate missing door assemblies of the primary entry to reflect the historic aesthetic of the building using archival architectural drawings as a guide.
- Provide new entries to suit rehabilitated floor plan of ground floor wood assemblies preferred; however aluminum could be consider to mitigate site specific concerns.

## 5.0 CONSERVATION RECOMMENDATIONS



**Above:** Later added entry at rear (east) of building. No original assemblies have been integrated into this later intervention to the Scott Building.

### 5.7.3 STOREFRONTS

When the Scott Building was completed, the ground floor possessed six commercial spaces, orientated east-west, with their front entries on Douglas Street. Each storefront consisted of a low bulkhead on which a large plate glass storefront window or “show window” was installed and above that was a multi-light transom. Each commercial space was accessed via a recessed entry with a single door with transom above. Each of the commercial spaces also had back entries on the rear (east) façade of the building. The storefront of the western most commercial space differed from the other spaces as its entry was positioned at the corner of the unit creating a recessed chamfered entry. This commercial space’s secondary entry was located on the north façade, not the rear (east) façade, and matched the design of the storefront assemblies of Douglas Street.

The extant storefronts have been extensively altered from their original design and the original wood and glass assemblies replaced. These alterations include the addition of columns on the Douglas Street façade, extension of the storefront along the Hillside Avenue façade, and the removal of the original storefront assemblies and installation of modern aluminum storefronts. Boarding has been installed at the storefront transom height on both primary façades. Further investigation is required to determine if any of the original wood transoms remains behind this later added material.

The storefronts of the Douglas Street and Hillside Avenue façades are to be rehabilitated in a manner sympathetic and compatible with the historic aesthetic of the building using archival drawings and historic photographs as guides. Preserve any intact original storefront assemblies that may be revealed through further investigation and repair in-kind where possible.

## 5.0 CONSERVATION RECOMMENDATIONS

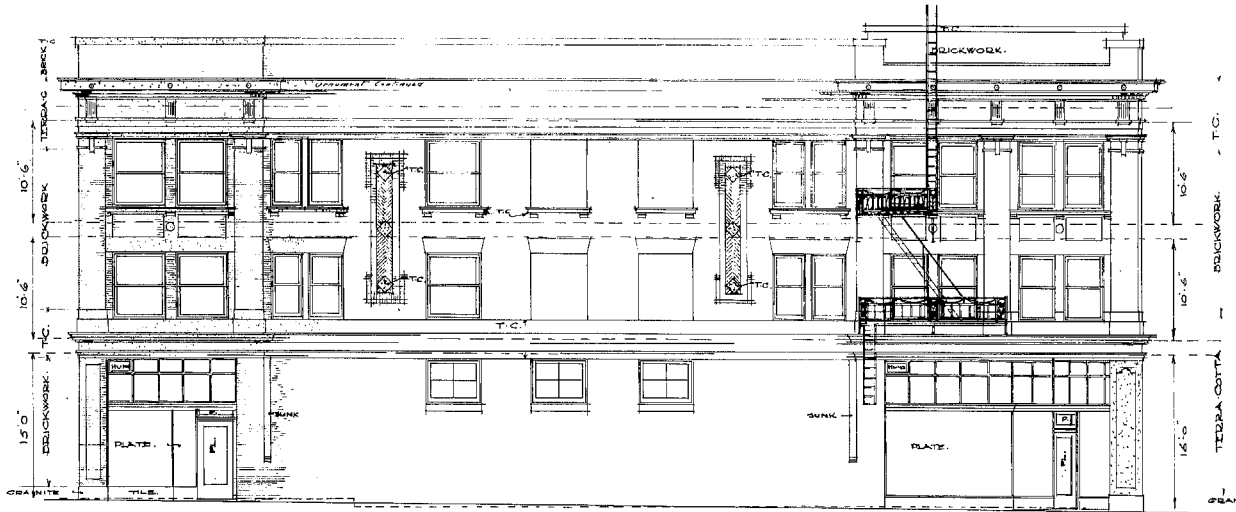


**Above:** Current configuration of the storefront of the Douglas Street façade of the Scott Building. Original storefront assemblies have been removed or boarded over. Further investigation of the boarding over the transom should be carried out to determine if any original elements of the transom remain.

**Below:** Postcard showing the original design of the storefronts of Douglas Street and Hillside Avenue of the Scott Building. Note the continuous multi-light wood sash transom of the Douglas Street façade with recessed entries and chamfered corner at northwest corner of the block.



## 5.0 CONSERVATION RECOMMENDATIONS



NORTH ELEVATION

**Above:** Original design of north façade of Scott Building showing storefronts at its northwest and northeast ends.

**Below:** Current configuration of the ground floor of the Scott Building's north façade. The original design and materials of the storefront have been removed and replaced with aluminum and glass storefront. The rehabilitated storefront of both the Hillside Avenue and Douglas Street façades should reflect the original design and assembly (wood and glass) of the original storefront.





## 5.0 CONSERVATION RECOMMENDATIONS

### Conservation Strategy: Rehabilitation

- Rehabilitate storefront. Reference archival images and archival architectural drawings of the original storefront design and assemblies. Rehabilitated storefront of wood preferred, however, aluminum storefront to suit site conditions is feasible.
- Remove later storefront assemblies that are not historically appropriate.
- Integrate commercial signs and new lighting systems as required.
- Provide new accessible entryways for the ground floor, as required.

### 5.8 ROOF

The roof was not accessed for review. It is assumed to be a flat roof. There have been alterations to the roof when the original u-shaped design of the second and third floors was altered to match the rectangle plan of the first floor. At that time, the skylights that were present on the roof of the first floor were removed. A single skylight is present on the extant roof, which is not one of the original skylights.

### Conservation Recommendation: Rehabilitation

- Existing roof will be rehabilitated through the addition of a one-storey.

#### 5.8.1 CHIMNEY

An internal red brick chimney with tin cap exists. The chimney location and materials are original to the building's construction.

### Conservation Recommendation: Rehabilitation

- As part of the rehabilitation of the Scott Building, the existing chimney will be documented and demolished to facilitate a one-storey addition on the roof of the building.

### 5.9 SIGNAGE

Commercial signs are an integral feature of historic commercial buildings. Different types of signs were fabricated in traditional materials with painted or three-dimensional letters, including fascia signs, projecting signs and painted window signs. Signs often reflect the ethnic history of a neighborhood and its character, as well as the social and business activities carried within it, and it is important to preserve or commemorate these markers of the building's social and economic history.

Owner's intent is for tenant signage to be installed on new canopies or window and will be required to be compliant with an owner-supplied design guidelines which are currently being developed.

### Conservation Strategy: Rehabilitate

When considering new signs on a heritage building, the design should be in accordance with the Parks Canada *Standards & Guidelines for the Conservation of Historic Places in Canada*, which states that "new signage should be compatible with the building in terms of size, scale, material, style and colour. In addition, new signs should not obscure, damage or destroy character-defining elements of the building."

- New signs can be inspired by historical signs on the building, signs from an earlier era or contemporary materials that are sympathetic to the building.
- Sign fixings or hangers should be carefully attached to the building in the least intrusive manner possible. On masonry walls, consider attaching into mortar rather than brick or stone.
- Signs were historically illuminated with front lighting.
- Future tenant signage will require a City of Victoria sign application and must conform to applicable bylaws.

## 5.0 CONSERVATION RECOMMENDATIONS

### 5.10 EXTERIOR COLOUR SCHEDULE (NO ACCESS YET)

Part of the conservation process is to finish the building in historically appropriate paint colours. An appropriate colour scheme will be developed in conjunction with the project architect.

The building displays areas where there was original applied paint. The final colour scheme will be based on a colour palette that will be determined by collecting samples from these areas when safe access is possible. The paint samples will be assessed through microscopic analysis in order to reveal the original colour scheme of the structure.

#### **Conservation Strategy: Investigation**

- Determine an appropriate historic colour scheme for exterior painted finishes.

### 5.11 INTERIOR

*“Interior features can include elements such as interior walls, floors and ceilings, mouldings, staircases, fireplace mantels, faucets, sinks, built-in cabinets, light fixtures, hardware, radiators, mail chutes, telephone booths and elevators. Because their heritage value resides not only in their physical characteristics, but also in their location in the historic building, it is important to protect them from removal. This is particularly true of doors, banisters, church pews, fireplace mantels, sinks and light fixtures, which are often replaced instead of being upgraded. Reuse in their original location not only protects their heritage value, but is also a more sustainable approach to conserving these artefacts.” Standards & Guidelines for the Conservation of Historic Places in Canada*

Building Code upgrading is one of the most important aspects of heritage building rehabilitation, as it ensures life safety and long-term protection for the resource. However, the interior features of an historic property are often heavily damaged in the process. The British Columbia Building Code offers equivalencies and exemptions to heritage buildings, which enable a higher degree of heritage conservation and retention of original material. The following guidelines pertaining to Health, Safety and Security Considerations from the *Standards & Guidelines* should be followed when faced with the conservation of interior character-defining elements:

- Upgrade interior features to meet health, safety and security requirements, in a manner that preserves the existing feature and minimizes impact on its heritage value.
- Work with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building.
- Explore all options for modifications to existing interior features to meet functional requirements prior to considering removal or replacement.

## 5.0 CONSERVATION RECOMMENDATIONS

- Remove or encapsulate hazardous materials, such as friable asbestos insulation, using the least-invasive abatement methods possible, and only after thorough testing has been conducted.
- Install sensitively designed fire-suppression systems that retain character-defining elements and respect heritage value.

### 5.11.1 GENERAL

The interior of all three floors of the Scott Building has been highly altered through multiple renovations since the time the building was completed. The commercial spaces of the ground floor have been changed. The upper two floors were residential suites when the building was first built; however, over time the upper two floors have been converted to office space, thus removing nearly all references to the original layout and original materials. The main staircase, accessed via the Douglas Street entrance and provided access to the second and third floors, has been partially demolished. The staircase is no longer present on the ground floor but it still exists on the upper floors. An elevator and elevator lobby has also been added to each of the floors.

The walls, ceilings, and floors have been altered through the addition of partition walls, drop ceilings, and new flooring (carpet, laminate, etc.) The drop ceiling has lowered the height of the ceiling and partially blocks some of the windows. Interior doors and door casing have been replaced. There may be some original wood window casings present hidden by later installed finishes. If so, these should be considered for preservation and repaired in-kind.

#### **Conservation Strategy: Investigation**

- Careful demolition recommended where original interior finishes may exist behind later added finishes.
- If original casings are exposed during work, consider preserving intact elements, if possible and integrating into new interior.

# 6.0 MAINTENANCE PLAN

A Maintenance Plan should be adopted by the property owner, who is responsible for the long-term protection of the heritage features of the Scott Building. The Maintenance Plan should include provisions for:

- Copies of the Maintenance Plan and this Conservation Report to be incorporated into the terms of reference for the management and maintenance contract for the building;
- Cyclical maintenance procedures to be adopted as outlined below;
- Record drawings and photos of the building to be kept by the management / maintenance contractor; and
- Records of all maintenance procedures to be kept by the owner.

A thorough maintenance plan will ensure the integrity of the Scott Building is preserved. If existing materials are regularly maintained and deterioration is significantly reduced or prevented, the integrity of materials and workmanship of the building will be protected. Proper maintenance is the most cost effective method of extending the life of a building, and preserving its character-defining elements. The survival of historic buildings in good condition is primarily due to regular upkeep and the preservation of historic materials.

## 6.1 MAINTENANCE GUIDELINES

A maintenance schedule should be formulated that adheres to the *Standards & Guidelines for the Conservation of Historic Places in Canada*. As defined by the *Standards & Guidelines*, maintenance is defined as:

*Routine, cyclical, non-destructive actions necessary to slow the deterioration of a historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.*

The assumption that newly renovated buildings become immune to deterioration and require less maintenance is a falsehood. Rather, newly renovated buildings require heightened vigilance to spot errors in construction where previous problems had not occurred, and where deterioration may gain a foothold.

Routine maintenance keeps water out of the building, which is the single most damaging element to a heritage building. Maintenance also prevents damage by sun, wind, snow, frost and all weather; prevents damage by insects and vermin; and aids in protecting all parts of the building against deterioration. The effort and expense expended on an aggressive maintenance will not only lead to a higher degree of preservation, but also over time potentially save large amount of money otherwise required for later repairs.

## 6.2 PERMITTING

Repair activities, such as simple in-kind repair of materials, or repainting in the same colour, should be exempt from requiring city permits. Other more intensive activities will require the issuance of a Heritage Alteration Permit.

## 6.3 ROUTINE, CYCLICAL AND NON-DESTRUCTIVE CLEANING

Following the *Standards & Guidelines for the Conservation of Historic Places in Canada*, be mindful of the principle that recommends “using the gentlest means possible”. Any cleaning procedures should be undertaken on a routine basis and should be undertaken with non-destructive methods. Cleaning should be limited to the exterior material such as concrete and stucco wall surfaces and wood elements such as storefront frames. All of these elements are usually easily cleaned, simply with a soft, natural bristle brush, without water, to remove dirt and other material. If a more intensive cleaning is required, this can be accomplished with warm water, mild detergent and a soft bristle brush. High-pressure washing, sandblasting or other

## 6.0 MAINTENANCE PLAN

abrasive cleaning should not be undertaken under any circumstances.

### 6.4 REPAIRS AND REPLACEMENT OF DETERIORATED MATERIALS

Interventions such as repairs and replacements must conform to the *Standards & Guidelines for the Conservation of Historic Places in Canada*. The building's character-defining elements – characteristics of the building that contribute to its heritage value (and identified in the Statement of Significance) such as materials, form, configuration, etc. - must be conserved, referencing the following principles to guide interventions:

- An approach of minimal intervention must be adopted - where intervention is carried out it will be by the least intrusive and most gentle means possible.
- Repair rather than replace character-defining elements.
- Repair character-defining elements using recognized conservation methods.
- Replace 'in kind' extensively deteriorated or missing parts of character-defining elements.
- Make interventions physically and visually compatible with the historic place.

### 6.5 INSPECTIONS

Inspections are a key element in the maintenance plan, and should be carried out by a qualified person or firm, preferably with experience in the assessment of heritage buildings. These inspections should be conducted on a regular and timely schedule. The inspection should address all aspects of the building including exterior, interior and site conditions. It makes good sense to inspect a building in wet weather, as well as in dry, in order to see how water runs off – or through – a building. From this inspection, an inspection report should be compiled that will include notes, sketches and observations. It is helpful for the inspector to have copies of the building's elevation drawings on which to mark areas of concern such as cracks, staining and rot. These observations can then be included in the

report. The report need not be overly complicated or formal, but must be thorough, clear and concise. Issues of concern, taken from the report should then be entered in a log book so that corrective action can be documented and tracked. Major issues of concern should be extracted from the report by the property manager.

An appropriate schedule for regular, periodic inspections would be twice a year, preferably during spring and fall. The spring inspection should be more rigorous since in spring moisture-related deterioration is most visible, and because needed work, such as painting, can be completed during the good weather in summer. The fall inspection should focus on seasonal issues such as weather-sealants, mechanical (heating) systems and drainage issues. Comprehensive inspections should occur at five-year periods, comparing records from previous inspections and the original work, particularly in monitoring structural movement and durability of utilities. Inspections should also occur after major storms.

### 6.6 INFORMATION FILE

The building should have its own information file where an inspection report can be filed. This file should also contain the log book that itemizes problems and corrective action. Additionally, this file should contain building plans, building permits, heritage reports, photographs and other relevant documentation so that a complete understanding of the building and its evolution is readily available, which will aid in determining appropriate interventions when needed.

The file should also contain a list outlining the finishes and materials used, and information detailing where they are available (store, supplier). The building owner should keep on hand a stock of spare materials for minor repairs.

## 6.0 MAINTENANCE PLAN

### 6.6.1 LOG BOOK

The maintenance log book is an important maintenance tool that should be kept to record all maintenance activities, recurring problems and building observations and will assist in the overall maintenance planning of the building. Routine maintenance work should be noted in the maintenance log to keep track of past and plan future activities. All items noted on the maintenance log should indicate the date, problem, type of repair, location and all other observations and information pertaining to each specific maintenance activity.

Each log should include the full list of recommended maintenance and inspection areas noted in this Maintenance Plan, to ensure a record of all activities is maintained. A full record of these activities will help in planning future repairs and provide valuable building information for all parties involved in the overall maintenance and operation of the building, and will provide essential information for long term programming and determining of future budgets. It will also serve as a reminder to amend the maintenance and inspection activities should new issues be discovered or previous recommendations prove inaccurate.

The log book will also indicate unexpectedly repeated repairs, which may help in solving more serious problems that may arise in the historic building. The log book is a living document that will require constant adding to, and should be kept in the information file along with other documentation noted in section **6.6 Information File**.

## 6.7 EXTERIOR MAINTENANCE

Water, in all its forms and sources (rain, snow, frost, rising ground water, leaking pipes, back-splash, etc.) is the single most damaging element to historic buildings.

The most common place for water to enter a building is through the roof. Keeping roofs repaired or renewed is the most cost-effective maintenance option. Evidence of a small interior leak should

be viewed as a warning for a much larger and worrisome water damage problem elsewhere and should be fixed immediately.

### 6.7.1 INSPECTION CHECKLIST

The checklist considers a wide range of potential problems which could affect the Scott Building following its rehabilitation, such as water/moisture penetration, material deterioration and structural deterioration. This does not include interior inspections of occupied spaces.

#### EXTERIOR INSPECTION

##### Site Inspection:

- Is the lot well drained? Is there pooling of water?
- Does water drain away from foundation?

##### Foundation

- Does pointing need repair?
- Paint peeling? Cracking?
- Is bedding mortar sound?
- Moisture: Is rising damp present?
- Is there back splashing from ground to structure?
- Is any moisture problem general or local?
- Is spalling from freezing present? (Flakes or powder?)
- Is efflorescence present?
- Is spalling from sub-fluorescence present?
- Is damp proof course present?
- Are there shrinkage cracks in the foundation?
- Are there movement cracks in the foundation?
- Is crack monitoring required?
- Is uneven foundation settlement evident?
- Are foundation crawl space vents clear and working?
- Do foundation openings (doors and windows) show: rust; rot; insect attack; paint failure; soil build-up;
- Deflection of lintels?

##### Masonry

- Are moisture problems present? (Rising damp, rain penetration, condensation, water run-off

## 6.0 MAINTENANCE PLAN

from roof, sills, or ledges?)

- Is spalling from freezing present? Location?
- Is efflorescence present? Location?
- Is spalling from sub-florescence present? Location?
- Need for pointing repair? Condition of existing pointing and re-pointing?
- Is bedding mortar sound?
- Are weep holes present and open?
- Are there cracks due to shrinking and expansion?
- Are there cracks due to structural movement?
- Are there unexplained cracks?
- Do cracks require continued monitoring?
- Are there signs of steel or iron corrosion?
- Are there stains present? Rust, copper, organic, paints, oils / tars? Cause?
- Does the surface need cleaning?

### Wood Elements

- Are there moisture problems present? (Rising damp, rain penetration, condensation moisture from plants, water run-off from roof, sills, or ledges?)
- Is wood in direct contact with the ground?
- Is there insect attack present? Where and probable source?
- Is there fungal attack present? Where and probable source?
- Are there any other forms of biological attack? (Moss, birds, etc.) Where and probable source?
- Is any wood surface damaged from UV radiation? (bleached surface, loose surface fibres)
- Is any wood warped, cupped or twisted?
- Is any wood split? Are there loose knots?
- Are nails pulling loose or rusted?
- Is there any staining of wood elements? Source?

### Condition of Exterior Painted Materials

- Paint shows: blistering, sagging or wrinkling, alligatoring, peeling. Cause?
- Paint has the following stains: rust, bleeding knots, mildew, etc. Cause?
- Paint cleanliness, especially at air vents?

### Portico

- Are steps safe?
- Do any support columns show rot at their bases?
- Attachment – steps, etc. securely connected to the building?

### Windows

- Is there glass cracked or missing?
- Are the seals of double glazed units effective?
- If the glazing is puttied has it gone brittle and cracked? Fallen out? Painted to shed water?
- If the glass is secured by beading, are the beads in good condition?
- Is there condensation or water damage to the paint?
- Are the sashes easy to operate? If hinged, do they swing freely?
- Is the frame free from distortion?
- Do sills show weathering or deterioration?
- Are drip mouldings/flashing above the windows properly shedding water?
- Is the caulking between the frame and the cladding in good condition?

### Doors

- Do the doors create a good seal when closed?
- Do metal doors show signs of corrosion?
- Is metal door sprung from excessive heat?
- Are the hinges sprung? In need of lubrication?
- Do locks and latches work freely?
- If glazed, is the glass in good condition? Does the putty need repair?
- Are door frames wicking up water? Where? Why?
- Are door frames caulked at the cladding? Is the caulking in good condition?
- What is the condition of the sill?

### Gutters and Downspouts

- Are downspouts leaking? Clogged? Are there holes or corrosion? (Water against structure)
- Are downspouts complete without any missing sections? Are they properly connected?
- Is the water being effectively carried away from the downspout by a drainage system?
- Do downspouts drain completely away?

## 6.0 MAINTENANCE PLAN

### Roof

- Are there water blockage points?
- Is the leading edge of the roof wet?
- Is there evidence of biological attack? (Fungus, moss, birds, insects)
- Are wood shingles wind damaged or severely weathered? Are they cupped or split or lifting?
- Are the nails sound? Are there loose or missing shingles?
- Are flashings well seated?
- Are metal joints and seams sound?
- If there is a lightning protection system are the cables properly connected and grounded?
- Does the soffit show any signs of water damage? Insect or bird infestation?
- Is there rubbish buildup on the roof?
- Are there blisters or slits in the membrane?
- Are the drain pipes plugged or standing proud?
- Is water ponding present?

### INTERIOR INSPECTION

#### Basement

- Are there signs of moisture damage to the walls? Is masonry cracked, discoloured, spalling?
- Is wood cracked, peeling rotting? Does it appear wet when surroundings are dry?
- Are there signs of past flooding, or leaks from the floor above? Is the floor damp?
- Are walls even or buckling or cracked? Is the floor cracked or heaved?
- Are there signs of insect or rodent infestation?

#### Concealed spaces

- Is light visible through walls, to the outsider or to another space?
- Are the ventilators for windowless spaces clear and functional?
- Do pipes or exhausts that pass through concealed spaces leak?
- Are wooden elements soft, damp, cracked? Is metal material rusted, paint peeling or off altogether?
- Infestations - are there signs of birds, bats, insects, rodents, past or present?

### 6.7.2 MAINTENANCE PROGRAMME

#### INSPECTION CYCLE:

##### Daily

- Observations noted during cleaning (cracks; damp, dripping pipes; malfunctioning hardware; etc.) to be noted in log book or building file.

##### Semi-annually

- Semi-annual inspection and report with special focus on seasonal issues.
- Thorough cleaning of drainage system to cope with winter rains and summer storms
- Check condition of weather sealants (Fall).
- Clean the exterior using a soft bristle broom/brush.

##### Annually (Spring)

- Inspect concrete for cracks, deterioration.
- Inspect metal elements, especially in areas that may trap water.
- Inspect windows for paint and glazing compound failure, corrosion and wood decay and proper operation.
- Complete annual inspection and report.
- Clean out of all perimeter drains and rainwater systems.
- Touch up worn paint on the building's exterior.
- Check for plant, insect or animal infestation.
- Routine cleaning, as required.

##### Five-Year Cycle

- A full inspection report should be undertaken every five years comparing records from previous inspections and the original work, particularly monitoring structural movement and durability of utilities.
- Repaint windows every five to fifteen years.

##### Ten-Year Cycle

- Check condition of roof every ten years after last replacement.

##### Twenty-Year Cycle

- Confirm condition of roof and estimate effective



lifespan. Replace when required.

**Major Maintenance Work (as required)**

- Thorough repainting, downspout and drain replacement; replacement of deteriorated building materials; etc.

# APPENDIX A: RESEARCH SUMMARY

**ADDRESS:** 2659 Douglas Street, Victoria, British Columbia  
**HISTORIC NAME:** Scott Building  
**ORIGINAL OWNER:** Robert Scott  
**ORIGINAL ARCHITECT:** L.W. Hargreaves  
**ORIGINAL CONTRACTOR:** Pacific Coast Construction Company  
**DATE OF CONSTRUCTION:** 1912

## REFERENCES:

- Gladding, McBean & Co Architectural Terra Cotta Order
- AIBC Application for Registration, L. Wilfrid Hargreaves, Date of Application: September 21, 1920

## ADDITIONAL PHOTOGRAPHS:

- BC Archives: F-00096; F-000817; H-06836

## RESEARCH SOURCES:

- Building the West: The Early Architects of British Columbia
- This Old House: Victoria's Heritage Neighbourhoods