

GRAVESTONE RECORDING FORM: INCORPORATING CONDITION SURVEY

Graveyard Ref:	Memorial Ref:
Other Refs (include details of earlier surveys):	
Surveyor (include group if applicable):	Date:

PART 1: Situation

1. MEMORIAL EXPOSURE: Not enclosed ☐ Enclosed by a structure ☐ Built into a wall ☐			
2. EXPOSED FACES: All ☐ N ☐ S ☐ E ☐ W ☐ U(pward) ☐ None ☐			
3. LAND TYPES AND FEATURES AROUND THE MEMORIAL: Include all features / land types within 5m of a memorial - even if these fall outside the graveyard itself, tick box to show direction and distance			
	within 5 metres	within 1 metre	touching
Grassed Surface	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Shrubs / Flower Beds	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Exposed soil	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Other Memorial(s)	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Church / Chapel	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Graveyard Path	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Graveyard Entrance	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Graveyard Dyke	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Burial Enclosure: Walled	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Other enclosure e.g. railed	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Public Road / Footpath	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Other Feature / Land Use - <i>state</i>			
	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Other Feature / Land Use - <i>state</i>			
	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All	☐ N ☐ S ☐ E ☐ W ☐ All
Trees – memorial is	under the canopy ☐ N ☐ S ☐ E ☐ W ☐ All	within 1 metre of trunk ☐ N ☐ S ☐ E ☐ W ☐ All	touching trunk ☐ N ☐ S ☐ E ☐ W ☐ All
Embankment - memorial is	at top of slope ☐ N ☐ S ☐ E ☐ W ☐ All	on slope ☐ N ☐ S ☐ E ☐ W ☐ All	at bottom of slope ☐ N ☐ S ☐ E ☐ W ☐ All

4. ORIENTATION OF MAJOR FACE: N ☐ S ☐ E ☐ W ☐ U ☐ Downward / Fallen over ☐

PART 2: Material & Design

5. SUMMARY OF MATERIALS USED: Memorial made entirely from stone(s) ☐ *fill out 6*; Memorial made from stone and another material ☐ *fill out 6 & 7*; Memorial made entirely from a material other than stone ☐ *fill out 7*

6. STONE TYPE

STONE TYPE 1 (MAIN)	BEDDING PLANES / LAYERS	INCLUSIONS AND VEINS.
Sandstone ☐ Marble ☐ Granite ☐ Slate ☐ Other – <i>state</i> Colour:	Not Visible ☐ Visible as: Horizontal layers ☐ Vertical layers ☐ Diagonal layers ☐ Rippled layers ☐	Not visible ☐ Visible as: Pebbles ☐ Mineral Deposits ☐ Veins ☐ Fossils ☐ <i>please note size, frequency and if known type of mineral present</i>
STONE TYPE 2 (SECONDARY)	BEDDING PLANES / LAYERS	INCLUSIONS AND VEINS
Type - <i>state</i> Colour:	Not visible ☐ Visible ☐ <i>state</i>	Not visible ☐ Visible ☐ <i>state</i>
STONE TYPE 3 (OTHER)	BEDDING PLANES / LAYERS	INCLUSIONS AND VEINS
Type - <i>state</i> Colour:	Not visible ☐ Visible ☐ <i>state</i>	Not visible ☐ Visible ☐ <i>state</i>

7. OTHER MATERIAL(S) please note any other materials used to make or decorate the memorial. Do not include materials used for lettering (see question 8) Iron ☐ Bronze ☐ Brick ☐ Artificial stone ☐ Concrete ☐ Porcelain ☐ Terracotta ☐ Ceramic tiles ☐ Wood ☐ Photograph ☐ Other ☐ state Briefly describe, if necessary use a continuation sheet (See Part 7)				
8. OTHER MATERIALS USED FOR LETTERING: Lead lettering ☐ Other ☐ state				
9. INSCRIPTION TECHNIQUE: Inscribed ☐ Inlaid ☐ Relief ☐ Other ☐ state				
10. HAS THE MEMORIAL'S SURFACE BEEN PAINTED? No ☐ Yes ☐ please note current coverage Total coverage ☐ Paint partially worn away ☐ Only traces of paint remain ☐				
11. NUMBER OF STONE BLOCKS USED TO MAKE THE MEMORIAL: Do not include foundations or count individual fragments resulting from breakage. 1 ☐ 2 ☐ 3-4 ☐ 5-10 ☐ More than 10 ☐				
12. MEMORIAL DIMENSIONS provide an estimate if access is difficult height (cm): width (cm): depth (cm):				
13. ARE THE MEMORIALS FOUNDATIONS VISIBLE? No ☐ Yes ☐ please note material(s) Brick ☐ Concrete ☐ Stone ☐ Other ☐ state				
14. MEMORIAL CLASS: Headstone ☐ Ledger / flat Stone ☐ Wall monument ☐ Obelisk ☐ Free standing Cross ☐ Sculpture ☐ Chest tomb ☐ Other tomb ☐ state Other ☐ state				
15. DOES THE MEMORIAL BEAR ANY SCULPTURE OR SYMBOLS? No ☐ Yes ☐ briefly describe, noting if carving is relief or incised. Where necessary use a continuation sheet to sketch carvings. (See Part 7)				
PART 3: Memorial Inscription				
16. INSCRIPTION EXTENT: tick appropriate box for all faces Memorial fallen over downward face not visible ☐ Face never inscribed N ☐ S ☐ E ☐ W ☐ U ☐ Inscribed area no longer discernible / destroyed N ☐ S ☐ E ☐ W ☐ U ☐ Less than ¼ of the total surface area covered by the inscription N ☐ S ☐ E ☐ W ☐ U ☐ Less than ½ of the total surface area covered by the inscription N ☐ S ☐ E ☐ W ☐ U ☐ More than ½ of the total surface area covered by the inscription N ☐ S ☐ E ☐ W ☐ U ☐				
17. INSCRIPTION TRANSCRIPT: Location: please note which face is being transcribed [N, S, E, W or U(pwards)]. When more than one inscription panel exists on the same face note panel number and where necessary refer to a sketch drawing. Transcript: Adhere to the same layout as found on the memorial, note any area where the inscription is obscured / lost with a dashed line. Remember to include any stonemason's signatures. If necessary use a continuation sheet . Location Transcript (See Part 7)				

GRAVESTONE RECORDING FORM: INCLUDING CONDITION SURVEY

Graveyard Ref:

Memorial Ref:

PART 4: Condition: General Damage, Plants, Animals and People.

18. MOVEMENT: Has the memorial sunk or become buried? No ☐ Yes ☐ *If relevant describe movement in more detail, noting any evidence as to why this may have occurred*

collapsed or fallen over? No ☐ Yes ☐

been repositioned? No ☐ Yes ☐

Is the memorial leaning? No ☐ Yes ☐

19. BREAKAGE: Is the stone currently broken? No ☐ go onto the next section Yes ☐ fill in the section below

Have the upper parts of the memorial become separated from the base? No ☐ Yes ☐

Has decorative carving been lost from the stone? No ☐ Yes ☐

Have elements, such as panels, finials or columns, become detached? No ☐ Yes ☐

Has other breakage occurred? No ☐ Yes ☐ state

If relevant describe breakage in more detail, noting any evidence as to why this may have occurred

20. IS THE MEMORIAL CHIPPED OR SCRATCHED? No ☐ Yes ☐ *If relevant describe damage in more detail, noting any evidence as to why this may have occurred*

21. REPAIRS, CLEANING AND RE-USE

Please describe repairs, cleaning or re-use in more detail, noting any evidence as to why this may have occurred

Has the memorial been:

Re-used? No ☐ Yes ☐Cleaned? No ☐ Yes ☐Repaired? No ☐ Yes ☐

Please indicate any material(s) used for repairs:

Stone ☐ Concrete ☐ Iron ☐ Steel ☐ Lead ☐Resin ☐ Cement mortar ☐ Lime mortar ☐Other ☐ state**22. VEGETATION:** tick the relevant box below to show presence and the extent of vegetation.

	LICHEN Not present ☐					ALGAE Not present ☐					MOSS Not present ☐					IVY Not present ☐					OTHER PLANTS Not present ☐				
LOCATION	N	S	E	W	U	N	S	E	W	U	N	S	E	W	U	N	S	E	W	U	N	S	E	W	U
Top 1/3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Middle 1/3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Bottom 1/3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
All over	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
EXTENT	N	S	E	W	U	N	S	E	W	U	N	S	E	W	U	N	S	E	W	U	N	S	E	W	U
Minor	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Moderate	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Major	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Please describe any damage caused to the memorial by the vegetation

Are any trees or shrubs causing damage to the memorial? No ☐ Yes ☐ please describe

21. GRASS CUTTING:

Has grass killer been used around the base of the stone? No ☐ Yes ☐
 Has turf been removed from around the base of the stone? No ☐ Yes ☐
 Have grass cuttings been left on the surface of the stone? No ☐ Yes ☐
 Is there any evidence of damage to the memorial from grass cutting? No ☐ Yes ☐ *state below* See 18 ☐

22. ANIMALS: Is there any evidence of damage by animals, for example through burrowing, heavy bird droppings, damage from hooves or use of the memorial as a scratching stone? No ☐ Yes ☐ *please describe*

23. PEOPLE:

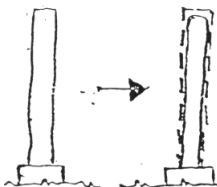
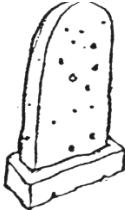
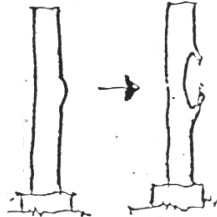
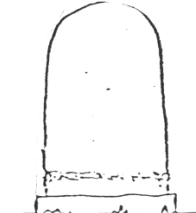
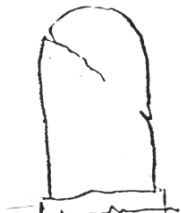
Is the grave visited and tended? No ☐ Yes ☐
 Has any graffiti been sprayed or scratched onto the memorial? No ☐ Yes ☐
 Is there any crayon, chalk or other rubbing marks on the memorial? No ☐ Yes ☐

24. IS THERE ANY OTHER DAMAGE OR OTHER FACTORS CAUSING PROBLEMS TO THE MEMORIAL?

No ☐ Yes ☐ *please describe*

PART 5: Stone Decay

25. STONE DECAY Tick any forms of decay visible on the memorial. Complete, where necessary, for each separate stone type showing signs of decay. Tick the relevant box to show which area of the memorial is affected and to show the extent of decay. Fill in question 26 for each decay type present.

☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Surface loss Granular erosion	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Differential weathering Granular erosion	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Cratering and pitting Granular erosion	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Delamination Planar erosion	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Contour scaling Planar erosion	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Surface blistering Planar erosion
☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Scaling and flaking Planar erosion	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Pollution deposit Surface deposit	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Salts deposit Surface deposit	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Misc. staining Surface deposit	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26  Cracking and crazing Misc. decay	☐ NOT VISIBLE ☐ VISIBLE – go to Question 26 Any "other" decay - please describe Misc. decay

GRAVESTONE RECORDING FORM: INCLUDING CONDITION SURVEY

Graveyard Ref:

Memorial Ref:

26. DETAILS OF STONE DECAY PRESENT: Complete a separate box for each example of stone decay found on a specific stone type (e.g. if one decay type is present on two stone types fill out two boxes). Tick the relevant box to show which memorial face(s) are affected, which part of the memorial face is damaged (top / middle / bottom / all) and the extent of decay.

Decay Type:						Decay Type:						Decay Type:					
On Stone Type:						On Stone Type:						On Stone Type:					
Extent	N	S	E	W	U	Extent	N	S	E	W	U	Extent	N	S	E	W	U
Major	☐	☐	☐	☐	☐	Major	☐	☐	☐	☐	☐	Major	☐	☐	☐	☐	☐
Moderate	☐	☐	☐	☐	☐	Moderate	☐	☐	☐	☐	☐	Moderate	☐	☐	☐	☐	☐
Minor	☐	☐	☐	☐	☐	Minor	☐	☐	☐	☐	☐	Minor	☐	☐	☐	☐	☐
Location	N	S	E	W	U	Location	N	S	E	W	U	Location	N	S	E	W	U
Top 1/3	☐	☐	☐	☐	☐	Top 1/3	☐	☐	☐	☐	☐	Top 1/3	☐	☐	☐	☐	☐
Middle 1/3	☐	☐	☐	☐	☐	Middle 1/3	☐	☐	☐	☐	☐	Middle 1/3	☐	☐	☐	☐	☐
Bottom 1/3	☐	☐	☐	☐	☐	Bottom 1/3	☐	☐	☐	☐	☐	Bottom 1/3	☐	☐	☐	☐	☐
All over	☐	☐	☐	☐	☐	All over	☐	☐	☐	☐	☐	All over	☐	☐	☐	☐	☐

Decay Type:						Decay Type:						Decay Type:					
On Stone Type:						On Stone Type:						On Stone Type:					
Extent	N	S	E	W	U	Extent	N	S	E	W	U	Extent	N	S	E	W	U
Major	☐	☐	☐	☐	☐	Major	☐	☐	☐	☐	☐	Major	☐	☐	☐	☐	☐
Moderate	☐	☐	☐	☐	☐	Moderate	☐	☐	☐	☐	☐	Moderate	☐	☐	☐	☐	☐
Minor	☐	☐	☐	☐	☐	Minor	☐	☐	☐	☐	☐	Minor	☐	☐	☐	☐	☐
Location	N	S	E	W	U	Location	N	S	E	W	U	Location	N	S	E	W	U
Top 1/3	☐	☐	☐	☐	☐	Top 1/3	☐	☐	☐	☐	☐	Top 1/3	☐	☐	☐	☐	☐
Middle 1/3	☐	☐	☐	☐	☐	Middle 1/3	☐	☐	☐	☐	☐	Middle 1/3	☐	☐	☐	☐	☐
Bottom 1/3	☐	☐	☐	☐	☐	Bottom 1/3	☐	☐	☐	☐	☐	Bottom 1/3	☐	☐	☐	☐	☐
All over	☐	☐	☐	☐	☐	All over	☐	☐	☐	☐	☐	All over	☐	☐	☐	☐	☐

Decay Type:						Decay Type:						Decay Type:					
On Stone Type:						On Stone Type:						On Stone Type:					
Extent	N	S	E	W	U	Extent	N	S	E	W	U	Extent	N	S	E	W	U
Major	☐	☐	☐	☐	☐	Major	☐	☐	☐	☐	☐	Major	☐	☐	☐	☐	☐
Moderate	☐	☐	☐	☐	☐	Moderate	☐	☐	☐	☐	☐	Moderate	☐	☐	☐	☐	☐
Minor	☐	☐	☐	☐	☐	Minor	☐	☐	☐	☐	☐	Minor	☐	☐	☐	☐	☐
Location	N	S	E	W	U	Location	N	S	E	W	U	Location	N	S	E	W	U
Top 1/3	☐	☐	☐	☐	☐	Top 1/3	☐	☐	☐	☐	☐	Top 1/3	☐	☐	☐	☐	☐
Middle 1/3	☐	☐	☐	☐	☐	Middle 1/3	☐	☐	☐	☐	☐	Middle 1/3	☐	☐	☐	☐	☐
Bottom 1/3	☐	☐	☐	☐	☐	Bottom 1/3	☐	☐	☐	☐	☐	Bottom 1/3	☐	☐	☐	☐	☐
All over	☐	☐	☐	☐	☐	All over	☐	☐	☐	☐	☐	All over	☐	☐	☐	☐	☐

COMMENTS: where relevant describe decay patterns in more detail

PART 6: Factors Affecting Decay

29. DATE OF MEMORIAL: No date available ☐ Date of memorial (year) Is this year:
the date stone was erected ☐ year of death of the first person mentioned on the stone ☐
first legible date of death ☐ other ☐ - *state*

30. FACTORS AFFECTING DECAY: The following factors may trigger stone decay, offer protection to the memorial or have no effect at all depending on individual circumstances. Consider how, or indeed if, they have influenced the condition of the memorial you have looked at. Please tell us about any evidence which influenced your judgment.

Factor	Relevance and Comments
Stone selection can influence the rate of decay. Even when sourced from the same quarry, stone durability varies. Harder wearing stone should have been selected for key structural or ornamental parts of the memorial or for gravestones in exposed locations but this may not always be the case. Less durable stone may have cracks or numerous inclusions. Compare the memorial you are recording to other gravestones nearby which are of a similar shape and made from the same type of stone. If your memorial is in a better condition, then stone selection has possibly offered some protection against decay. If your stone is worse off, then it is likely that stone selection has contributed to its decay. If there is no major difference between your memorial and similar gravestones close by, then stone selection is not a relevant factor affecting decay.	Has no effect ☐ <i>go to next section.</i> Acts as a trigger for decay ☐ Protects the stone ☐ <i>Please give details...</i>
Stone working, the design of a memorial and carving. The way the stone has been prepared by the mason can affect how a memorial decays. For example, a stone erected with its bedding planes running vertically is more vulnerable to decay. Some memorial designs can cause water to pool on the surface or run down the face of the stone. In other circumstances projecting stonework can protect underlying areas of a memorial. Carving (which increases the surface to volume ratio of the stone) can also make a memorial more vulnerable to decay - so stonework with high relief forms or intricate ornamentation could experience greater erosion than flat plain faces.	Has no effect ☐ <i>go to next section.</i> Acts as a trigger for decay ☐ Protects the stone ☐ <i>Please give details...</i>
The juxtaposition of different stone types and materials may act as a trigger for decay. Some stones are more robust than others. A stronger stone will increase the stress placed on the weaker or more porous material it's placed next to, making the latter decay more quickly. The method of joining different stone types together can also cause problems if iron dowels and clamps are used. This is because metals have different properties to stone. As temperatures change iron fittings will expand and contract or if they rust, they will expand greatly which may force the surrounding stone to crack.	Absent ☐ or has no effect ☐ <i>go to next section</i> Acts as a trigger for decay ☐ Protects the stone ☐ <i>Please give details...</i>
Cement and concrete Cement may be used as a mortar between stone blocks or for repairs; stones may also have been reset in concrete. Lime mortar is more porous than stone – hence any water in the stone moves to the joints and evaporates from here. In contrast cement and concrete are far less permeable and can cause water to accumulate above joints, which may increase decay in the adjacent stonework. If local sand is used for mortar, it may be sea sand and therefore a rich source of salts. Salts are particularly damaging to stonework.	Absent ☐ or has no effect ☐ <i>go to next section</i> Acts as a trigger for decay ☐ Protects the stone ☐ <i>Please give details...</i>
Other Factor(s), please describe For example, in the graveyard neighbouring structures or trees may shelter a memorial from the weather - but in other situations these factors could also cause problems by directing rain or wind onto the gravestone.	Absent ☐ or has no effect ☐ Acts as a trigger for decay ☐ Protects the stone ☐ <i>Please give details...</i>

Memorial Ref:

