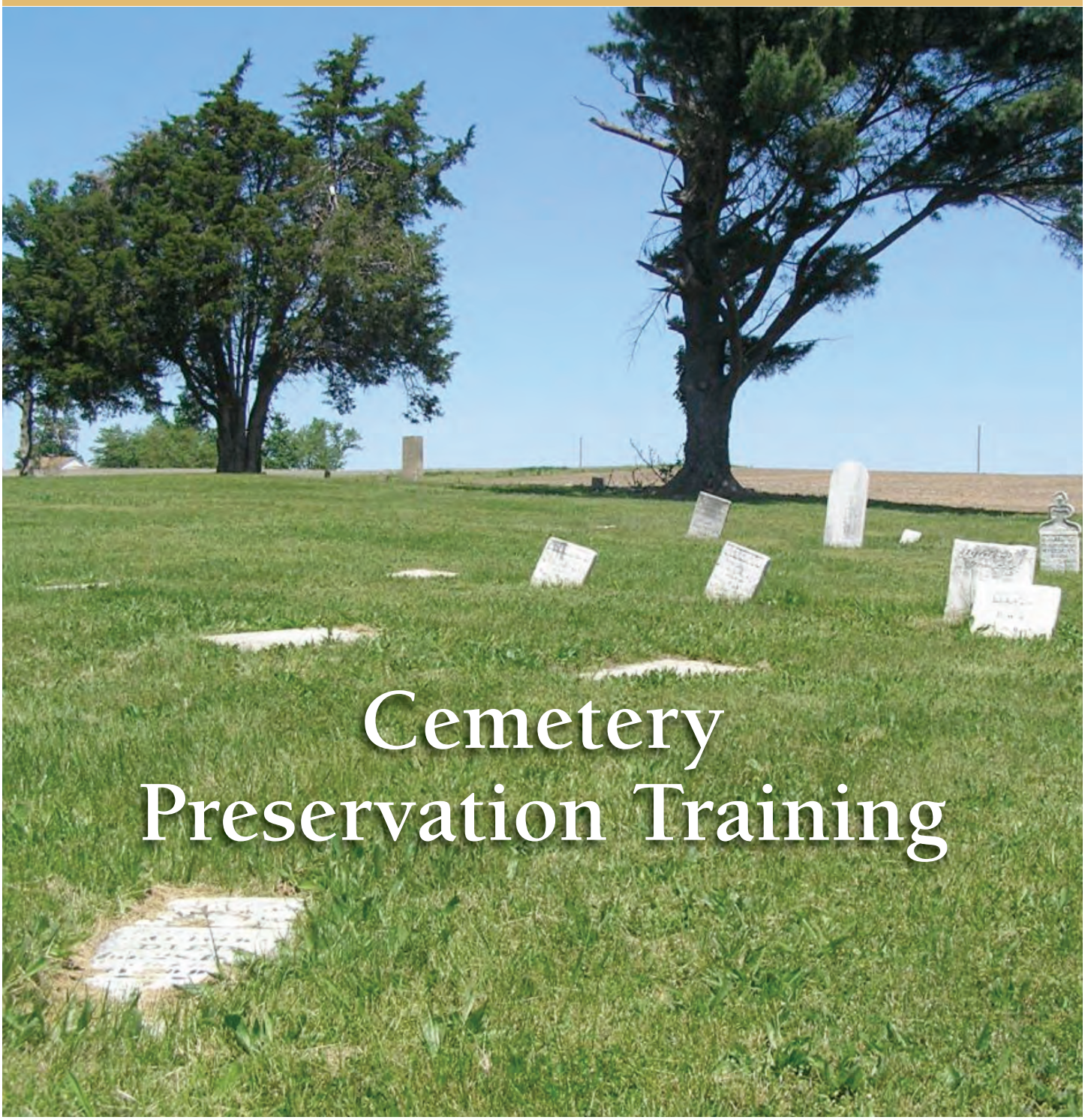
State of Illinois
Illinois Historic Preservation Agency
Illinois Department of Natural Resources

Part I Basic Workshop



Cemetery Preservation Training

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Contents

Cemetery Preservation Training

This is the second handbook in a series of three manuals on historic cemetery preservation in Illinois. This document focuses on assessment, planning, probing, cleaning, and simple resetting. The first document was entitled ***Illinois Historic Cemetery Preservation Handbook: A Guide to Basic Preservation*** and focused on research, planning, and documentation. A third manual will focus on the use of mortars, heavy lifting, and more complicated repair and resetting techniques

There are many manuals detailing cemetery preservation methods. Many of the techniques and methods discussed here can be found elsewhere. This particular manual is based on our experiences of interacting with the public and understanding their needs and goals. We have learned what they are willing and able to do and designed our workshops and this handbook accordingly. While we follow federal preservation guidelines, this is not an all encompassing manual.

CEMETERY GOALS AND PROTECTION

Part of our public outreach program involves education about the importance of cemetery preservation and the ways to achieve it. The key to success is understanding the main goals of cemetery preservation:

- Develop a successful cemetery preservation plan
- Learn the proper skills to repair common problems
- Gain experience to identify and resolve issues
- Preserve the cemetery for future generations

Many people are unaware Illinois has a law protecting cemeteries and burying grounds from disturbance. This is the Human Skeletal Remains Protection Act (20 ILCS 3440), and it provides for the protection of all graves, grave markers, and grave artifacts over 100 years old and are **not** located in a cemetery registered with the Office of the State Comptroller under the Cemetery Care Act (760 ILCS 100). For cemeteries protected under this Act, anyone wanting to probe the ground to locate and recover buried grave markers or to clean, repair, or reset grave markers in an unregistered cemetery must first obtain a permit from the Illinois Historic Preservation Agency (IHPA). The IHPA also requires that permit applicants attend both the Fundamentals of Cemetery Preservation lecture and the hands-on Basic Cemetery Training Workshop. If permit applicants who have not attended the basic workshop can demonstrate knowledge and experience of the approved state and federal standards, they can apply to attend the Advanced Cemetery Training Workshop. Applications for cemetery preservation work are available at **www.illinoishistory.gov/Cemetery** found under List of Services.

WHY PRESERVE A CEMETERY?

The physical remains in a cemetery reflect the beliefs and social customs of those who either made or chose them. Differences in marker types reflect society's changing social customs, beliefs, and technology. Cemeteries enable us to compare and contrast our own social customs with those who came before us, as well as with other cultures. Cemetery preservation is an essential component toward understanding both the past and the present.

Grave makers are an important feature of cemeteries. However, cemeteries also contain other physical parts that inform us about art, religion, social customs, and history. These include: enclosures (fences), entrance gates, roads, vegetation, and signs. Too often cemetery preservation focuses on individual family markers while ignoring the other physical features. Although it may not be possible to preserve all these elements, it is important to at least evaluate and assess their needs.

ETHICS

Cemetery preservation requires an understanding that some decisions are irreversible. Fortunately, experienced researchers have spent quite some time thinking about the ethics and philosophy of conservation and acceptable preservation treatments. Consequently, it is important to consider the following:

- **Do No Harm**
- **Take no action that cannot be reversed**
- Respect and retain the historic fabric and original material
- Minimize impact
- Understand the products used
- Identify repairs
- Use acceptable repair methods
- Document repair activities
- Maintain and protect the resource
- If in doubt, consult with IHPA staff

Improper repair

Irreversible permanent marker damage

THREATS TO CEMETERIES

The wide variety of materials found in cemeteries respond differently to physical and chemical threats. Threats may be man-made or natural.

Man-made threats include:

- Improper maintenance and management practices
  - ☐ Mowing
  - ☐ Chemical
  - ☐ Installation
- Vandalism and theft
- Unsuitable treatments and repairs
  - ☐ Adhesive
  - ☐ Metal
- Air pollution
  - ☐ Carbon
  - ☐ Soot

Improper repair

Natural threats include:

- Weathering
  - ☐ Stain
  - ☐ Metal
  - ☐ Oil
- Biological deterioration
  - ☐ Algae, Lichen, Fungi, Mold, Moss
- Water
  - ☐ Rising ground water
  - ☐ Erosion
- General decay
  - ☐ Stone
  - ☐ Metal
  - ☐ Wood
- Flora
  - ☐ Leafy
  - ☐ Woody
- Disaster
  - ☐ Flood
  - ☐ Wind

Wind damage

Deterioration from grass clippings

CEMETERY PRESERVATION PLAN

You cannot fix a car until you know what is broken. A cemetery is no different. Before you begin fixing the physical components found in a cemetery, you need to understand the extent of the problems, from simple to complex. To do this you need to develop a **Cemetery Preservation Plan**. When done properly the cemetery preservation plan will clearly identify what is wrong, the level of complexity involved, and what will be needed to achieve success. The plan should always be tailored to the needs of the individual cemetery, and it will change over time.

Preservation Plan Documents

- Cemetery condition survey
- Marker condition Survey
- Preservation treatment
- Maintenance

Start with the cemetery conditions: locate or create a map; complete a written survey form for the cemetery and for each marker; and photograph the individual markers and general views of the cemetery. This information can be collected by trained volunteers. You may choose to collect the information on paper forms (see Appendix A) or to create digital spreadsheets, in such programs as Microsoft Office Excel. More advanced techniques may include using a Global Positioning System (GPS) unit to geo-reference the individual markers and then creating Geographic Information System (GIS) data bases.

Condition survey information may include:

- Previous cemetery readings
- Record of cemetery conditions
- Evaluation of safety issues
- Information for developing work specifications
- Information for developing cost estimates

One important tool for the written survey is the survey form. This form reflects the important information you want to know about the cemetery and may include historical, genealogical and condition information. There are many survey forms available and it is important to note that there is not a "one-size-fits-all" survey form. You need to tailor your form to informational needs (see Appendix A).

Key first steps to creating the preservation plan*:

- Locate or create a map of the cemetery
- Create a plan of action suitable for the size of the cemetery
- Accurately record descriptions
- Document cemetery & marker conditions
- Photograph all sides of grave markers and monuments
- Organize information in a folder or in a database
- Involve the community, ask for volunteers, supplies, or donations

**Appendix A provides cemetery and marker assessment forms to help develop your preservation plan.*

Once documentation and condition assessment are completed, a **preservation plan** should be created.

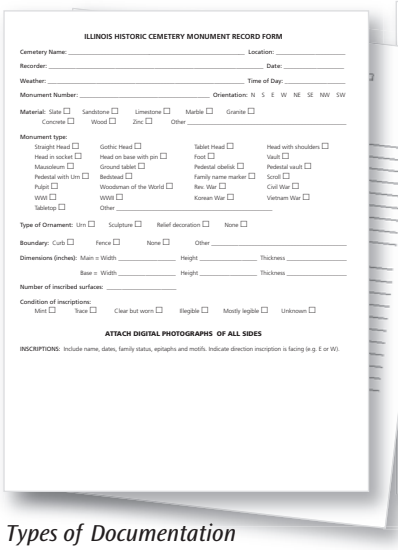
- Seek advice from professionals
- Identify problems
- Emergency stabilization
- Safety
- Landscape stabilization
- Establish priorities
- Undertake field work

It is important to prevent damage to cemeteries whenever possible. One way to minimize man-made threats is to create a maintenance schedule. **Maintenance schedules** may include:

- Day-to-day activities
- Mowing and equipment needs
- Weed removal
- Periodic maintenance
- Fertilizers and biological cleaners
- Long-term maintenance
- Regular inspection
- Education/training requirements

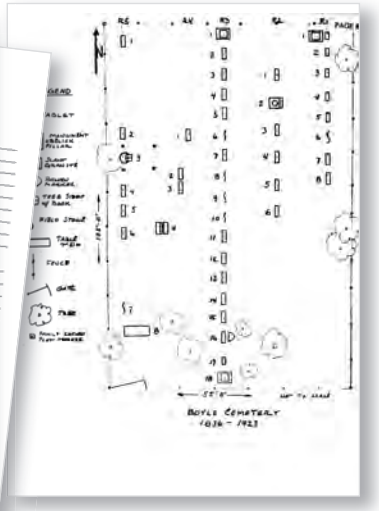
Some first steps may include:

- Documentation: record the full extent of damage with photographs and written description
- Initial cleaning and repair


ILLINOIS HISTORIC CEMETERY MONUMENT RECORD FORM

ATTACH DIGITAL PHOTOGRAPHS OF ALL SIDES

Types of Documentation



Plan map of cemetery

STONE TYPE AND CONDITION

Before any cleaning or conservation begins, it is important to consider the specific material involved. Be aware that no two grave markers are alike and each stone may react differently to cleaners and treatments.

- Identify the type of stone to be cleaned.
  - ☐ Slate
  - ☐ Sandstone
  - ☐ Limestone
  - ☐ Marble
  - ☐ Granite

- Evaluate the condition of the surface prior to cleaning.
  - ☐ Powdery
  - ☐ Sugaring
  - ☐ Flaking
  - ☐ Spalling

Slate

Sandstone

Limestone

Marble

Granite

Close-up of granite

- Will cleaning or treatment remove any original material?
  - ☐ Be aware that **all** types of cleaning do remove a small layer of the stone from its surface.

Unstable corners

Remember to complete the *Cemetery Monument Record* and the *Cleaning and Repair Record* found in Appendix A. These provide a detailed record of the marker's condition, needed repairs, and preservation efforts.

Guidelines for Conducting Basic Cemetery Preservation in Illinois

The following guidelines are provided by the IHPA for individuals who want to hire someone to do the work for them:

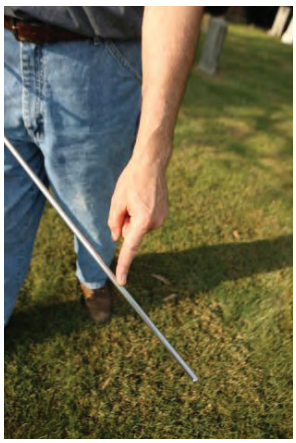
- Only hire individuals who have been approved by IHPA (IHPA approval is based on the hiree's previous permits or ability to meet the permit requirements for the job at hand).
- Individuals for hire should provide references and/or examples of their work.
- Make sure you understand what preservation work will be done in the cemetery and which products will be used.
- If you have any questions about the proposed work, contact the IHPA.

PROBING

A tile probe is a tool used to locate buried grave markers and marker bases. It is typically made of steel with rubber grip handles. A blunt tip is important so that it will not damage the stone when used. The probe is gently inserted into the ground at an approximately 45 degree angle and to a depth of no more than twelve inches. Most markers and bases will be found within the top twelve inches of soil. You do not have to push hard or you will be worn out before probing the cemetery. You can probe in a grid pattern across the cemetery or probe randomly to find buried markers and bases.

It is a good idea to practice using the tile probe in cemeteries with known buried stones. For example, probe directly beside a marker that is partially buried until you hear and feel the stone. The sound is a distinctive "ping." Then probe next to a large tree and notice the different sound (dull "thump") and feel of the tree root compared to the stone. The probe will go **through** the root but not the stone. Correctly identifying a buried stone versus a tree root will save you time in the long run.

Before repairing a fragmented marker you should probe in the immediate area of where it was found because you may find missing pieces. Even if you find a marker fragment and it doesn't belong to the marker you are repairing, KEEP IT because it probably fits with another marker in the cemetery. You will have to probe multiple times in a cemetery to find most buried markers.



CLEANING SOLUTIONS FOR MARBLE STONES

Marble is a soft stone and will absorb other materials that can permanently stain the marker. It is important to use cleaning products that are safe for marble. The following cleaning solutions are acceptable:

- Clean water & soft brush
- Ammonia & water solution (1 cup **clear** ammonia mixed with 1 gallon clean water); apply with spray bottle
- Biological cleaner (removal of biological growth, e.g. moss, lichens); use per cleaning directions

The general rule of thumb is to begin with the gentlest cleaning product first – water and a soft brush. If the stone is stained, you can use the ammonia water solution. A biological cleaner should only be used on stone markers with lichen or moss growth. The National Park Service's National Center for Preservation Technology and Training has conducted extensive testing of different biological cleaners. At the present time, they have determined that D/2 Biological Solutions is the safest biological cleaner to use with marble.

The National Park Service provides free training videos on how to properly and safely clean a stone marker. It is available as a free download at **http://www.ncptt.nps.gov/2007/cleaning-a-stone-grave-marker-2007-01/**

CLEANING MARBLE STONES

These methods are meant for simple cleaning of marble gravestones, although these methods may be safe for all types of stone. It is not the intent of the cleaning to return the stone to the original brightness. Some weathering and color change is natural and to be expected. If the surface has excessive granulation (efflorescence), then a poultice treatment may be necessary. If so, you should consult the on-line or book references listed on page 12 or a monument conservation professional for the correct treatment method. The same is true if the marker has particularly difficult stains caused by paint, metal, or organic material. Do not clean the stone if there is a possibility of temperatures falling below freezing within 72 hours of the cleaning. **Do not clean the stone more than once every five years**.

NOT EVERY STONE NEEDS TO BE CLEANED, ESPECIALLY IF YOU CAN READ THE INSCRIPTION. YOU NEED A VALID REASON TO CLEAN A MARKER BECAUSE CLEANING REMOVES PART OF THE STONE'S SURFACE. THEREFORE, CARE SHOULD BE TAKEN WHEN SELECTING A STONE TO CLEAN.

Tools –

- white nylon or natural bristle brush (no dye or colored handles)
- soft-bristle brush/paintbrush
- soft toothbrush, wooden craft sticks, plastic putty knife
- 5-gallon plastic bucket (metal buckets should not be used since they may roll into and mark the stone)
- sturdy rubber gloves, safety glasses
- two 2 by 4 boards (for drying)
- measuring cup w/pour spout
- 2 or 3 gallon tank sprayer, clean water
- 2 spray bottles (1 for clean water, 1 for ammonia water)
- white rags
- digital camera, pencil, and paper
- foam knee pad

If the stone is broken into two or more pieces —

Before cleaning a broken stone, you should decide if it can and should be repaired. If so, all pieces must be cleaned before beginning any reconstruction work. Steps for cleaning a broken stone follow those outlined below. **Be sure to clean all of the broken edges.**

Step 1: Inspect the stone. Be sure there is not excessive efflorescence (surface granulation) or exfoliation (peeling of thin sheets). Although cleaning does remove some of the surface

material, it should never result in further deterioration of stone markings or excessive removal of surface material. Do not attempt to clean if the surface appears to be unstable.

Step 2: Photograph and record the condition of the stone before cleaning.

Step 3: Set the two 2 by 4 boards parallel on the ground or across a wheelbarrow and lay stone on boards. Brush off loose dirt particles. A soft toothbrush or craft stick may come in handy to clean dirt from crevices. Be careful not to dig into the stone, especially in the cracks & crevices, which may be soft.

Step 4: Begin by cleaning the back side of the stone first. Wet the stone with water prior to, during, and after cleaning to prevent cleaning solution from soaking into the stone. Never allow the cleaning solution to dry on the stone surface. Use plenty of water. Spray the stone with cleaning solution and scrub gently. Remember to clean the sides and the breaks if present. Rinse with water.

Step 5: Wet stone with cleaning solution and scrub gently. Rinse brush and stone between scrubbings.

Step 6: When completed, thoroughly rinse with clean water (sprayer). Turn stone over and clean the front and remaining sides, following the steps above.

Step 7: Place a couple of 2 by 4 boards flat on the ground about 1-2 feet apart. On these place the cleaned stone to dry, keeping the stone up off the ground to allow all sides to dry. When the front is dry, turn the stone over to allow reverse side to dry. The stone should be dry within the hour, but the drying time will depend on the humidity and how windy it is.

Step 8: Photograph both sides of the cleaned stoned. Record the date and materials used to clean the marker (see Appendix A for Cleaning and Repair Record). The stone is now ready to be reset.

If the stone is intact and is still standing in place —

Follow Steps 1, 2 and 4 through 6 and 8. Clean upright stones in place and from the **bottom up** to avoid staining.

Lichens (mossy plant growth) do not penetrate the stone but sit on top. But they do hold moisture, which can damage the stone. Wet the stone first with water. Gently remove the lichens from the stone by brushing them away with a soft-bristled brush or a plastic scraper. Clean with an approved biological cleaner.

Lichen growth

DO NOT USE

There are common household cleaners, products, and tools that people frequently use to clean marble stone but these actually harm the marker and will eventually lead to a loss of information (inscriptions) from the marker.

- Bleach
- Borax
- TSP
- Calgon
- Formula 409
- Spic and Span
- Fantastic
- Dawn dish soap (or any dish soap)
- Windex
- Woolite
- Any liquid detergent
- Hydrochloric acid
- Muriatic acid
- Phosphoric acid (Lime Away, naval jelly)
- Oxalic acid
- Sodium chloride
- Sodium sulfate
- Sodium bicarbonate
- Ammonium carbonate
- Abrasive brush
- Drill-powered nylon or wire wheel
- Metal scraper
- Abrasive pad
- Duct tape
- Any adhesive tape

LIFTING TABLET MARKERS

Most cemeteries have tablet markers that are partially or completely buried and must be exposed for resetting. Care must be taken when lifting these markers to prevent any damage to the stone.

Tools and supplies needed:

- Small shovel
- Probe & pin flags
- Two 2 by 4 boards & two bar clamps or C-clamps
- Plastic garden trowel
- Tarp for soil

Lifting buried markers:

Step 1: Using a soft brush or plastic scraper, remove grass or sod from marker to expose the surface.

Step 2: Probe around marker to locate corners and all edges. Mark each corner of the marker with a pin flag.

Step 3: Using pin flags as a guide, carefully dig around the marker with a small shovel about 3" to 4" from the flagged edge. **Avoid touching the stone with the metal shovel blade**. By hand, pull sod away from marker to fully expose the edges. Place grass and soil on plastic tarp for easier cleanup and resetting.

Step 4: With a plastic garden trowel, carefully remove additional soil from around and just below the marker edges. This will break the seal with the ground below for easier lifting. Before you lift the stone, assess it for breaks or cracks. If complete, continue removing from ground. If broken, lift one piece at a time.

CAUTION: If the marker appears wet, let it dry before lifting from the ground because excessive moisture in the stone adds to its weight and can lead to cracking when lifted.

Step 5: Using a small board (1 by 2 or 1 by 4 size), place one end of the board under the **long side** of the marker and **gently** begin to pry stone up. Work with another person so that the stone can be supported as it is lifted. Set the marker on its long side before lifting it.

Step 6: Clamp two 2 by 4 boards to the top third of the marker and set aside on two parallel boards or plywood before cleaning or resetting. Remove clamps and lifting boards.

When using C-clamps, be sure to face them outward. You don't want the metal rubbing on the stone.

Final step: If the original base is intact, it should be used to reset the marker. Always pre-fit a marker into the base before resetting to ensure that they belong together.

Stones absorb moisture from the ground, and they must be allowed to dry before additional preservation work is done. While the marker is drying, you can record its condition and all information that is inscribed on it (Appendix A contains forms for this purpose).

Do not carry the marker flat by holding it at the top and bottom. Always lift or carry it from the side edges.

RESETTING TABLET MARKERS

Most cemeteries have tablet markers that are leaning and need to be straightened. It is a simple process that requires only a few tools and elbow grease!

Tools and supplies needed:

- Small shovel
- Gravel (CA-6, road pack, or mixture of pea-sized rock and sand)
- Level
- Two 2 by 4 boards & two bar clamps or C-clamps
- Tarp for soil
- Hammer and board for tamping gravel & soil

Resetting process for complete markers:

Step 1: Assess the marker for cracks or breaks. If complete, check to see if it is loose or not. If completely loose, begin with Step 3. If not, begin with Step 2 because some markers may be set into concrete and will be heavy. Use caution when lifting them.

Step 2: Using a small shovel, carefully dig 3" to 4" away from the base of the marker to completely expose the bottom. Dig on the side opposite the lean. That is, if the stone is leaning backwards, you need to dig at the front of the marker. Always try to keep packed earth on one side of the hole instead of digging completely around the stone. The wall of solid earth will help stabilize the marker when reset. Set loose soil on plastic tarp.

Step 3: Clamp two 2 by 4 boards onto the stone as shown in this image. Clamps should be placed toward the top of the marker at about the top third of its length. If the clamps are too close to the center of the stone it will be unbalanced and you can get hurt trying to lift it.

Step 4: Gently rock the marker **side to side** to loosen it from the hole. Lift with care and set aside onto two parallel boards. The boards help stabilize the marker on the ground.

Step 5: Before replacing the marker in the ground, level the bottom of the hole. Place a couple of inches of gravel in the bottom for drainage and stability. A layer of bricks and sand can also be used with the same results.

Step 6: The base of the markers should be placed in the ground at about a third of its length OR just below the

Level base of hole & add gravel

Determine depth for marker

inscription. For example, if the marker measure 36 inches, place the bottom 12 inches below the ground. DO NOT COVER ANY INSCRIPTION.

Step 7: Check to make sure the marker is level on all sides. Fill part of hole with gravel, tamping flat to pack tightly. You may need to use a board and hammer to pack the gravel. Check marker for level again.

Level all sides to plumb

Step 8: Lastly, fill remainder of hole with soil and tamp down. Cover with sod or reseed.

Straightened marker

The National Park Service provides a training video on how to reset a stone grave marker. It is available as a free download at **http://www.ncptt.nps.gov/2008/resetting-a-stone-grave-marker-2007-02/**.

SHARE YOUR INFORMATION!

It is important to preserve your hard work for future generations. One way to do this is to share the information. After you have completed a cemetery preservation project, you should copy the documents and photographs and give them to the local library or a local historical or genealogy society. If you obtained a permit from IHPA to preserve a cemetery, you are also required to send a letter report and photographs that document the work completed.

IMPORTANT REMINDER: IF YOU DO NOT OWN THE LAND WHERE THE CEMETERY IS LOCATED, YOU MUST ASK PERMISSION FROM THE LANDOWNER, TENANT, OR CEMETERY AUTHORITY TO ENTER THE PROPERTY. IF YOU MUST CROSS ANOTHER PERSON'S LAND TO GET TO THE CEMETERY, YOU MUST ALSO ASK THEIR PERMISSION. Landowners may be willing to allow you access to the cemetery if they are first asked and fully understand your intentions (genealogy research or cemetery preservation). However, landowners DO NOT have to allow you access to their property just because you want to visit the cemetery. There is no law in Illinois that allows for this because this action represents a taking of individual property rights.

We strongly recommend that you obtain written permission from the landowner to conduct the preservation work there. We have included a landowner permission form letter for your use.

Permission to Clean and Preserve a Historic Illinois Cemetery

The landowner grants permission to the individual or group of individuals named below acting in a volunteer capacity to clean and restore the _____ Cemetery, located in _____ Township, _____County, Illinois, with the understanding that such efforts may include plant removal (including trees less than 6 inches in diameter; trees will be cut flush with the ground surface and the roots left in place), probing for and excavation of buried grave markers, and repairing and resetting markers.

_____ _____

Signature of Landowner Date

The volunteer(s) agrees to perform the tasks proposed to the best of his/her ability, promising to act in good faith to clean the above named cemetery, to be responsible for the action of any person(s) working under the volunteer's supervision, to be responsible for any damage sustained at the site and exercise due and diligent care to prevent injury to the cemetery or any person(s). The volunteer named below further agrees that his/her efforts shall comply with and have been approved by the Illinois Historic Preservation Agency.

_____ _____

Signature of Volunteer Date

_____

Printed Name and Address of Volunteer

_____ _____

Phone Number E-mail Address

HSRPA Case No: _____
(to be assigned by IHPA)

Recommended Resources for Cemetery Preservation Guidelines

BOOK RESOURCES

A Graveyard Preservation Primer by Lynette Strangstad, 1995, Altimira Press, New York

Grave Concerns: A Preservation Manual for Historic Cemeteries in Arkansas by Tammie Trippe-Dillon, Arkansas Historic Preservation Program (available as a free download online at: **http://www.arkansaspreservation.com/pdf/publications/Grave_Concerns.pdf**)

Illinois Historic Cemetery Preservation Handbook: A Guide to Basic Preservation by Hal Hassen and Dawn Cobb, 2008, (available as a free download on line at: **www.illinoishistory.gov/Cemetery**)

Landscapes of Memories: A Guide for Conserving Historic Cemeteries, Repairing Tombstones by Tamara Anson-Cartwright ed., 1998, Ontario Ministry of Citizenship, Culture and Recreation

Michigan Historic Cemeteries Preservation Guide by Gregg G. King with Susan Kosky, Kathleen Glynn and Gladys Saborio (available as a free download online at: **http://www.michigan.gov/documents/hal_mhc_shpo_Cemetery_Guide_105082_7.pdf**)

Your Guide to Cemetery Research by Sharon DeBartolo Carmack, 2002, Betterway Books, Cincinnati, Ohio.

ON-LINE RESOURCES

Illinois Historic Preservation Agency (IHPA)
www.illinoishistory.gov/Cemetery

Association of Gravestone Studies (AGS)
www.gravestonestudies.org

Chicora Foundation **www.chicora.org**

Indiana Pioneer Cemetery Restoration Project (INCPRP)
www.rootsweb.com/~inpcrp/

National Center for Preservation Technology and Training (NCPTT) **www.ncptt.nps.gov**

Saving Graves **www.savinggraves.com**

Appendix A: Cemetery And Marker Assessment Forms

ILLINOIS HISTORIC CEMETERY SURVEY FORM

BACKGROUND

Recorder: _____ Date: _____

Affiliation: _____

Cemetery Name: _____

Contact: _____ Phone: _____

Type of Ownership: Private ☐ City/town/village ☐ Township ☐ County ☐ Church ☐ Unknown ☐

Other _____

If private ownership, name of owner: _____

Owner permission granted? Yes ☐ No ☐

Owner Address: _____

Is the cemetery registered? Yes ☐ No ☐ Unknown ☐

Design layout: Early family graveyard ☐ Rural community ☐ Urban lawn park ☐

Active and maintained ☐ Active but not maintained ☐ Inactive and maintained ☐

Inactive but not maintained ☐ Abandoned and not maintained ☐

Public accessibility: Restricted ☐ Unrestricted ☐ Car ☐ Foot ☐

LOCATION DATA

County: _____ USGS Quad: _____

Twp: _____ Range: _____ ¼, ¼, ¼, ¼ Section: _____

Topography: Flat _____ Rolling _____ Nearest stream _____

Nearest town: _____

DIMENSIONS AND FEATURES

Dimensions (*attach sketch map: include type of boundary fences/hedges, nearby roads/access areas*):

_____ ft x _____ ft; Paced?/Taped? From published map? _____

Boundary fence/wall/hedge: Yes ☐ No ☐ Internal structures: Fence ☐ Curbing ☐

headstones _____ # cenotaphs (i.e., no interment) _____

Other types of markers: _____

_____

_____

List any ornamental plants: _____

_____

List any unique natural plants: _____

_____

HAS GENEALOGICAL DATA BEEN COMPILED AND IF SO BY WHOM, WHERE CAN IT BE FOUND AND YEAR WORK DONE?

_____

_____

Oldest Legible Death Date: _____ Most Recent Death Date: _____

Number 19th C. burial: _____ Number of 20th C. burials: _____

Important Persons/Events Associated with this cemetery: _____

_____

Foreign Languages: _____

Unusual architectural or structural features: _____

_____

Stone Types: Slate ☐ Sandstone ☐ Limestone ☐ Marble ☐ Granite ☐

White bronze/zinc ☐ Concrete ☐ Other _____

Ethnic groups included: Caucasian ☐ African American ☐ Hispanic ☐ Asian ☐

Nationality: _____

INTEGRITY

Condition: Well maintained ☐ Poorly maintained ☐ Overgrown ☐

Evidence of recent/past disturbance (*specify type and extent; e.g., erosion, beer/soda bottle debris, vandalism, etc.*):

_____

_____

_____

Prior conservation attempts: No ☐ Yes ☐ (*explain*) _____

_____

_____

_____

Hazards or threats to the cemetery (*explain*): _____

_____

ILLINOIS HISTORIC CEMETERY CONDITION FORM

Recorder: _____ Date: _____

Affiliation: _____

Cemetery Name: _____

Contact: _____ Phone: _____

Address: _____ County: _____

Circle all that apply below:

STRUCTURES	**Materials Found**		**Type of Damage**	**Level of Damage**
Marker	Marble	Wrought iron	Collapse	None
Box tomb	Granite	Lead	Fallen	0-25%
Foot stone	Limestone	Bronze	Broken	26-50%
Vault	Slate	Zinc	Missing pieces	51-75%
Mausoleum	Sandstone	Concrete	Stained	76-100%
Bedstead	Brick	Cast iron	Biological growth	
Obelisk	Wood	Other	Erosion	
Cenotaph				

ENCLOSURES	**Materials Found**		**Type of Damage**	**Level of Damage**
Curb	Marble	Wrought iron	Collapse	None
Fence	Granite	Lead	Fallen	0-25%
Gate	Limestone	Bronze	Broken	26-50%
Wall	Slate	Zinc	Missing pieces	51-75%
Other	Sandstone	Concrete	Stained	76-100%
None	Brick	Cast iron	Biological growth	
	Wood	Other	Erosion	

LANDSCAPES	**Materials Found**		**Type of Damage**	**Level of Damage**
Trees	Annual	Gravel/pebble	Fallen / Uprooted	None
Plants	Perennial	Shell	Fallen on monument	0-25%
Ground cover	Ornamental	Concrete	Broken	26-50%
Roadways	Shade trees	Brick	Downed limbs	51-75%
Walkways	Hedges	Pavers	Missing pieces	76-100%
Others	Grass	Others	Other	

FURTHER ACTION

General site clean-up: _____ Monument cleaning: _____

Monument conservation: _____ Other: _____

ILLINOIS HISTORIC CEMETERY MONUMENT RECORD FORM

Cemetery Name: _____ Location: _____

Recorder: _____ Date: _____

Weather: _____ Time of Day: _____

Monument Number: _____ Orientation: N S E W NE SE NW SW

Material: Slate ☐ Sandstone ☐ Limestone ☐ Marble ☐ Granite ☐
Concrete ☐ Wood ☐ Zinc ☐ Other _____

Monument type:

Straight Head ☐	Gothic Head ☐	Tablet Head ☐	Head with shoulders ☐
Head in socket ☐	Head on base with pin ☐	Foot ☐	Vault ☐
Mausoleum ☐	Ground tablet ☐	Pedestal obelisk ☐	Pedestal vault ☐
Pedestal with Urn ☐	Bedstead ☐	Family name marker ☐	Scroll ☐
Pulpit ☐	Woodsman of the World ☐	Rev. War ☐	Civil War ☐
WWI ☐	WWII ☐	Korean War ☐	Vietnam War ☐
Tabletop ☐	Other _____		

Type of Ornament: Urn ☐ Sculpture ☐ Relief decoration ☐ None ☐

Boundary: Curb ☐ Fence ☐ None ☐ Other _____

Dimensions (inches): Main = Width _____ Height _____ Thickness _____

Base = Width _____ Height _____ Thickness _____

Number of inscribed surfaces: _____

Condition of inscriptions:
Mint ☐ Trace ☐ Clear but worn ☐ Illegible ☐ Mostly legible ☐ Unknown ☐

ATTACH DIGITAL PHOTOGRAPHS OF ALL SIDES

INSCRIPTIONS: Include name, dates, family status, epitaphs and motifs. Indicate direction inscription is facing (e.g. E or W).

Monument Integrity: (*check all that apply*)

Standing ☐ Ruin ☐ Fragment ☐ Tilted ☐ Sunken ☐ Relocated ☐

Collapsed ☐ Cracked ☐ Biological growth ☐ Stained ☐ Needs cleaning ☐

PREVIOUS PRESERVATION TECHNIQUE: (check all that apply)

Clean ☐ Repair (*non-base*) ☐ Repair (*base*) ☐ Reset ☐

Explain: _____

_____

_____

_____

_____

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_____

_____

_____

Additional Information: _____

_____

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_____

_____

Illinois Historic Preservation Agency

HSRPA Case No: _____
(to be assigned by IHPA)

Illinois Historic Cemetery Cleaning and Repair Record

Project Information

Conservationist:	Date:
Affiliation (if applicable):	
Cemetery Name:	
Monument No.:	
Monument Name:	Type (e.g. sandstone, marble, granite):

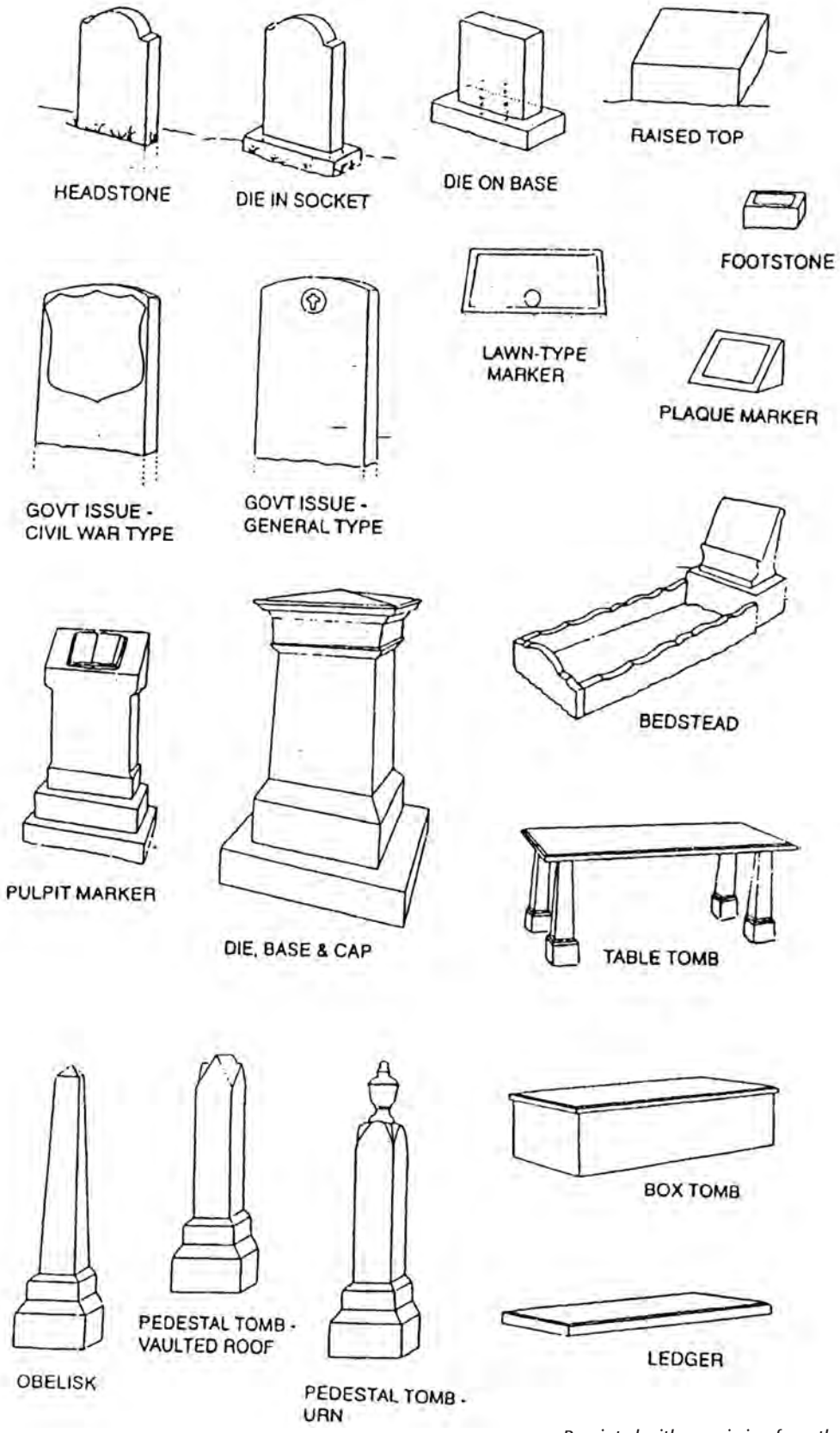
Work Performed

Describe cleaning method:
Describe break (e.g. vertical, horizontal, chipped corner), repair method, & materials used:
Describe resetting method & materials used:

***PROVIDE PHOTOGRAPHS OF BEFORE AND AFTER WORK FOR EACH MONUMENT CLEANED OR REPAIRED**

Appendix B: Guide To Basic Marker Styles

This basic guide to monument styles is a useful tool to identify the monument being preserved. Please be aware that monument styles vary among cemeteries.



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Appendix C: Products Used in Cemetery Preservation Training – Part I Basic Workshop

PROBING

Basic tile probe with rubber grip handle and blunt tip (purchase at farm supply store or Forestry Suppliers on-line)

CLEANING

Clear ammonia & water to clean stones; soft brush (purchase ammonia, brushes, & spray bottles at discount stores)

Biological cleaner, approved by the National Park Service, D/2 Biological Solution, produced by Sunshine Makers, Inc.

Available through a local distributor,
Jerry Mascola, Granite City Tool Co.,
800-451-4570

OR

Cathedral Stone Products, Inc.
Hanover, Maryland 21076
800-684-0901
www.cathedralstone.com

RESETTING

Gravel ("road pack", CA-6) – local hardware store, gravel plant, etc.

Appendix D: Checklist for Cemetery Preservation Project

The emphasis of the checklist is to help you realize that planning your work is key to having a successful cemetery preservation project. You should think about each of the tasks listed below to see if they are needed for your project. If for example, you only want to clean your family markers, you will not need to probe for missing pieces. But if you want to completely preserve a cemetery or a section of the cemetery, you should take time to think about how you will complete each of the tasks listed below.

- Obtain written permission from landowner where cemetery is located
- If you cross another person's land to get to cemetery, you must also have his or her written permission
- Obtain a permit from IHPA if cemetery is unregistered. The IHPA has a listing of registered cemeteries in Illinois and can help determine if a cemetery is registered or not.
- Probe to find missing pieces of markers or bases to identify what you have present
- Inventory markers
  - ☐ Assign a unique number to each marker
  - ☐ Photograph (digital) each marker, all sides
  - ☐ Document condition of marker
- Find an existing plat of cemetery OR create a new map
- Assess work to be done in cemetery
  - ☐ Markers – repair needs
  - ☐ Vegetation – trees to trim, vegetation to remove or thin
  - ☐ Enclosures (stone, concrete or metal) – condition of fences, coping

Preservation Services
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Springfield, IL 62701-1512
217-782-4836; TTY (217) 224-7128
www.illinois-history.gov