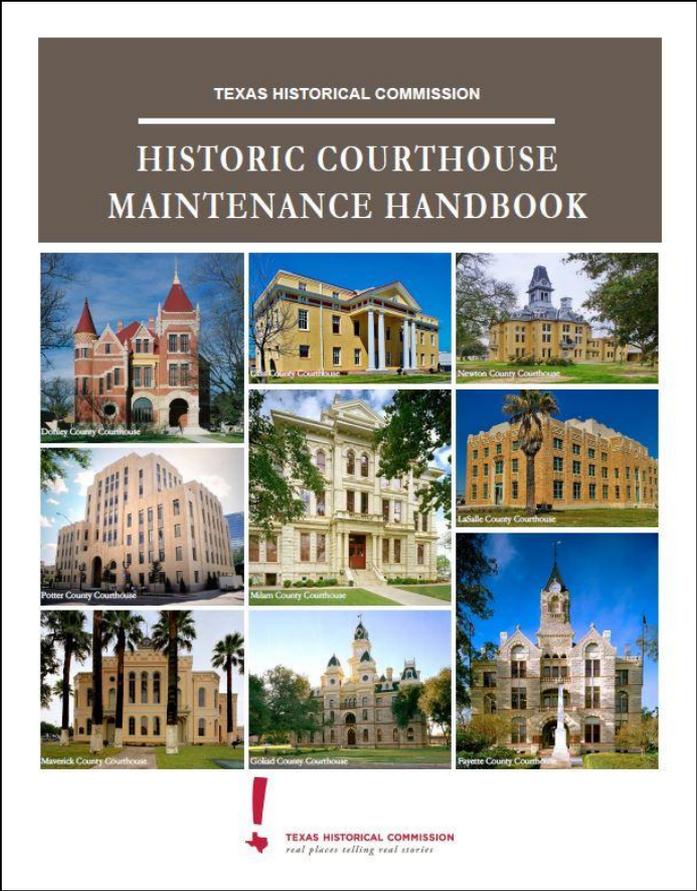


# MAINTAINING MAGNIFICENCE: HELP IN THE FORM OF A COURTHOUSE MAINTENANCE HANDBOOK



Real Places Conference  
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# INTRODUCTION AND RECAP

## Texas Historic Courthouse Maintenance Handbook

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# INTRODUCTION AND RECAP

- A part of THC's effort to preserve Texas courthouses, the Maintenance Handbook is intended to assist participants of the THCPP and others with the planning and execution of maintenance.
- Preservation is synonymous with maintenance.

# INTRODUCTION AND RECAP

- Maintenance – predictive, preventive, preventative, planned, programmed, scheduled, cyclical, routine, normal ....  
these are all terms for recurring activities associated with maintaining a building in good condition. What is not included under this definition:
  - Ordinary Housekeeping/Janitorial
  - Ordinary Groundskeeping/Landscaping
  - Repairs and improvements
  - Emergency or unscheduled maintenance and repairs
  - Testing and evaluations to anticipate maintenance needs
  - Capital renewal, which is planned on a multi-year basis

# INTRODUCTION AND RECAP

- Primary purpose of the Handbook is to:
  - Offer guidance to help underfunded counties
  - Explain why maintenance makes sense
  - Focus on maintenance of historic materials and building systems
  - Help maintenance staff start and keep up with a maintenance program under realistic conditions (lack of funds and staff)
  - Help the maintenance staff communicate their needs to the Commissioners and help justify funding

# TOPICS

- Methodology Recap: How did we get here?
- Format and Content: Why this system?
- Performing the Assessment: How to use the Handbook
- Take-aways: Communicating the Benefits of Maintenance

# METHODOLOGY

1. Researched/collected data:
  - Reviewed Master Plans and Completion Reports
  - Conducted courthouse visits
  - Conducted courthouse facility manager survey
  - Reviewed precedents – examples of maintenance handbooks
2. Based on research, developed design guidelines
3. Based on guidelines, developed options for format and content
4. Obtained feedback at the 2018 Real Places conference on the concept of the Handbook, format and how it can help counties make the case for maintenance
5. Developed draft and final documents with input from THC

# METHODOLOGY

- Design Guidelines:
  - Tailored Handbook to the under-funded counties without high-tech maintenance software
  - Used an interactive format that is more graphic than wordy
  - Interactive PDF and paper form; available on THC website
  - Directs counties to outside experts, including THC, when repairs are beyond their expertise
  - Directs staff to technical guidance – links to other resources
  - Provides guidance for the difficult/unique as well as the most common materials and problems
  - Facilitates a reminder system for scheduling and tracking where computer-based software is not an option
  - Assists in communication of why maintenance is important

# FORMAT AND CONTENT

- Format:
  - Interactive/fillable PDF (with Adobe Acrobat or Reader) available on THC website
  - Paper format (printable from website or by contacting THC)
  - Cyclical Maintenance Tracker in Microsoft Excel or paper format

# FORMAT AND CONTENT

- PDF:
  - Can be used by all courthouses with computer access, regardless of available resources
  - Format is easily understood and has less “downtime” for implementation versus a computer-based system that requires upfront data input
  - Can be used on the computer with Adobe Acrobat or Reader (free for download) or printed out and filled in by hand
  - Can be used on a hand-held device with Adobe Acrobat or Reader
  - Paper checklists or hand-held devices can be used in the field

# FORMAT AND CONTENT

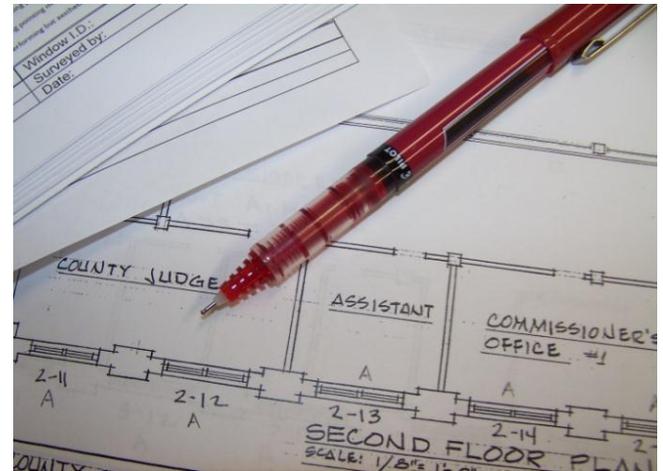
- Availability:

- Available on THC website
- Remote access on phone or tablet
- Share with contractors/commissioners
- Benefits other entities/building types
- Can't be lost or thrown out
- Individual handbook sections available for download based on courthouse building materials (i.e., Stone or brick? Flat roof or slate?)
- Can be filled out and a “save-as” or paper copy made after each assessment to track conditions, keep track of what is spent, and how repairs are made over time – becomes a “living document”
- Option to print out and use it as a paper copy



# PERFORMING THE ASSESSMENT

- Don't be intimidated, start and build on your program
- Be methodical, don't try to do everything at once
- Items you will need for assessment:
  - Courthouse Master Plan
  - Know your character-defining features
  - Completion Report
  - Building Plans
  - Necessary tools and equipment
  - Camera
- Know your limits and ask for help



# PERFORMING THE ASSESSMENT

- Using the Handbook and Cyclical Maintenance Tracker

[THC Historic Courthouse Maintenance Handbook](#)

[Cyclical Maintenance Tracker](#)

# TAKE-AWAYS: COMMUNICATING THE BENEFITS OF MAINTENANCE

- Maintenance is cost-effective; will reduce life cycle costs.
  - Less expensive to perform than emergency work
  - Can use and develop expertise with in-house staff for minor work; less expensive than hiring outside experts
  - Staff is more efficient when their work can be planned versus chasing emergencies
  - Upfront investment in time for assessments and maintenance yields big dividends and saves money in the future
  - Extends the life of materials, systems and equipment; reduces need for capital repairs/replacement
  - Maximizes performance of equipment, allowing it to run at optimal efficiency, saving utility costs

# TAKE-AWAYS: COMMUNICATING THE BENEFITS OF MAINTENANCE

- Maintenance is much easier to budget for than capital and emergency work; consistent on-going budgets for maintenance can be planned ahead and will reduce the need for unexpected requests for funding
- Helps to ensure the safety and welfare of occupants and conformance with laws, regulations, and insurance requirements
- Ensures better performance of equipment and helps maintain warranties; reduces risk of shutdowns and resultant inconveniences and damage to other building materials due to failures
- Demonstrates that the county is using its resources responsibly
- Presents a good appearance for buildings that are a source of community pride/tourism dollars

# OPTIONS FOR THE FUTURE

- Refinement of Handbook based on user feedback
- Listserv or discussion forum for courthouse stewards

# QUESTIONS AND COMMENTS?

! Texas Historic Courthous x

www.thc.texas.gov/preserve/projects-and-programs/texas-historic-courthouse-preservation

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## Texas Historic Courthouse Preservation

Restored Texas Courthouses Boost Heritage Tourism



Texas courthouses are among the most widely recognized, used, and appreciated assets in our communities. With some courthouses dating from as far back as the mid-19th century, they were among the first permanent structures in many counties. With their brick and stone towers, ornate cupolas, and soaring domes, they represent an impressive collection of public architecture. Not surprisingly, Texas has more historic courthouses than any other state—235 are still in active government use. With decades or even centuries of use, most of these structures have significantly deteriorated due to inadequate maintenance, insensitive modifications, or weather-related damage.

The Texas Historical Commission (THC) nationally recognized and awarded funding to Texas Historic Courthouses

### In This Section

- [About the THCPP](#)
- [Benefits of Restoring Historic Courthouses](#)
- [How to Participate](#)
- [Grant Administration](#)
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- [Previous Grant Recipients \(Round IX\)](#)
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Fun Facts »

Publications »

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THANK YOU!