

# WINDOW

## Design Guideline Checklist

- + Meets Guidelines
- Does Not Meet Guidelines
- +/- Meets Guidelines with Conditions as Noted
- NA Not Applicable
- NSI Not Sufficient Information

	Guideline	Finding	Comment
<b>W1</b>	Replace severely deteriorated historic windows with new windows that convey the same visual appearance. Replacement windows may either be accurate reproductions using historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the building and the district. Use of vinyl- and aluminum-clad wood window systems on primary elevations may be permissible if the proportion and detail closely match the original.		
<b>W2</b>	Select windows that match the historic sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and decorative features when repair of original windows is impossible.		
<b>W3</b>	Evaluate the option of using appropriate salvage materials when replacing windows that are deteriorated beyond repair.		
<b>W4</b>	Do not use replacement sash that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock windows		
<b>W5</b>	Do not install contemporary picture, glass block, or jalousie windows in exterior window openings.		
<b>W6</b>	Do not install synthetic replacement windows (vinyl, etc.) on primary facades.		
<b>W7</b>	Install replacement windows that operate in the same way as the original windows - double-hung windows are replaced with double-hung, and casement windows are replaced with casements.		
<b>W8</b>	Do not replace multi-pane windows that have true divided lights with thermal glazing windows that have false "snap-in" or applied muntins on primary façade elevations.		
<b>W9</b>	Do not apply reflective or insulating film to window glass.		
<b>W10</b>	Do not use smoked, tinted, low-E, or reflective glass on building facades that can be seen from a public way.		
<b>W11</b>	Use large sheets of clear glass when replacement of storefront display windows is required.		
<b>W12</b>	Do not block-in or back-paint transoms or sidelights.		
<b>W13</b>	Use surviving prototypes to reconstruct missing window elements, such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds. The reconstructed element should be constructed of materials for which there is a historic precedent or a compatible substitute material if that is not possible.		

<b>W14</b>	Do not alter the number, size, location, or shape of original windows seen from a public way by making new window openings or permanently blocking existing openings. If windows are no longer needed, they should be shuttered if original shutters exist. If shutters do not exist, a temporary closure should be prepared, leaving the window frame intact.		
<b>W15</b>	Locate any new windows openings that may be required for a new use on a façade that cannot be seen from a public way. Newly-installed windows should be compatible with the overall design of the building.		
<b>W16</b>	Do not obscure historic window trim with metal or siding material.		
<b>W17</b>	Do not install new floors or dropped ceilings that block the glazed area of historic windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed.		
<b>W18</b>	Install exterior storm windows that duplicate the shape of the original window. Storm windows should be painted to match the color of the window frame.		
<b>W19</b>	Do not install exterior storm windows or screens that damage or obscure historic windows or frames. Mount storm windows on the blind stop within the window frame. Storm window or screen rails should always match the rails of the windows behind. They should have either wood or narrow, metal frames that are painted to match the color of the building trim.		
<b>W20</b>	Do not install window air conditioning units on a primary façade if installation on a secondary façade can address the same need. If this is not an option, do not alter the window sash to accommodate the air-conditioning unit.		
<b>W21</b>	Install any security bars in such a way that they do not obscure the architectural character of original windows or damage historic fabric. Commercial security grills should retract out of sight during business hours.		
<b>W22</b>	Design awnings to complement existing architectural features. They should not overwhelm the façade.		
<b>W23</b>	Install awnings made of weather-proofed canvas of a traditional form. Fiberglass, metal, plastic, and back-lit awnings that have contemporary shapes are inappropriate and visually intrusive.		
<b>W24</b>	Select an awning color that complements the building, with solid colors and narrow or wide stripes running perpendicular to the building being the preferred patterns.		
<b>W25</b>	Install awnings in a way that does not harm the building. Hardware installation should be limited to that which is required for structural stability and should be driven into mortar joints rather than into masonry.		
<b>W26</b>	Attach awnings between the window display area and the signboard or second-floor window sills. Awnings should be attached below the transom line where historic prism glass is present and building scale allows.		
<b>W27</b>	Install awnings so that the valance is no lower than 7' above the sidewalk.		
<b>W28</b>	Repair shutters with in-kind materials. If damage is so extensive that they cannot be repaired, replacement shutters should match the visual appearance of the originals.		
<b>W29</b>	Install shutters only where there is historic evidence for them. Replacement shutters should be or appear to be operable, measure the full height and width of the windows, and be constructed of a historically-appropriate material. Solid shutters are appropriate for the ground floor, and solid or louvered shutters are appropriate for upper floors.		

<b>W30</b>	Mount replacement shutters so that they partially cover the vertical trim of the window frame. This gives shutters the appearance that they are indeed operable, even if in truth they are not. Shutters should not be applied to the masonry or cladding on either side of the window.		
<b>W31</b>	Do not install aluminum or vinyl shutters.		
<b>W32</b>	Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric.		

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Cc: "Ewing, Connie" <Connie.Ewing@loukymetro.org>  
Sent: Monday, August 09, 2004 3:45 PM  
Subject: [in] Window Design Checklist

> Mr. Leeke: Thank you for inquiring about our window design checklist. It  
> is actually an internal document that the staff uses to evaluate  
> applications. I'm happy to provide the copy below. Feel free to use the  
> checklist in any way. We're glad that others are finding them useful. We  
> recently established guidelines for a new preservation  
> district and used the checklists as baseline documents.  
>  
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