WINDOW & STORM WINDOW GUIDELINES

General Principals

Every effort should be made to save and maintain original windows of a building to help preserve and define its original character and history. Repairing and protecting original architectural features and materials is preferable to their replacement.

Removal or alteration of any historic material or distinctive architectural features should be avoided. This applies primarily to the exterior of houses, but can also apply to important interior features and spaces.

In some cases, replacement of significant historical materials may be allowed as determined on a case-by-case basis. If a property is in a local historic district, any replacement materials may be used *only* with the approval of the Historic Resources Commission or the design review board. These materials shall enhance the building's historic architecture and be compatible with any adjacent historic buildings and streetscapes.

All buildings and sites are to be recognized as products of their time. Any changes that have no historical references or which attempt to seek an earlier appearance are to be discouraged.

Changes which have taken place through the course of time but may represent another style or character are still evidence of historical development and may have historical significance in their own right. These changes are to be recognized and respected.

Limited replacement in kind of extensively damaged details and features is preferable and often more cost-effective to replacing the entire window. Routine maintenance and structural stabilization are essential to the preservation and effectiveness of historic windows.

WINDOWS & STORM WINDOWS

RECOMMENDED:

Windows:

- Evaluate condition of window to determine first if simply cleaning and protection is required.
- Retain and repair the original windows when possible. This includes window sash, glass, lintels, sills, architraves, shutters, pediments, and hoods.
- Repair frames and trim that are in good condition. Repair deteriorated wood with epoxy consolidation to solidify the wood and fill in gaps.
- Caulk and replace or installing weather stripping for weather tightness and energy efficiency.
- Consider replacement windows as a last resort, only if windows are badly deteriorated. Try to visually duplicate the size, profile and material of the original window sash.
- Wood is the preferred replacement material.
- Retain or match original divided light sashes (one-over-one, six-over-six, etc.) and mullions.
- Maintain basement windows to allow light and ventilation.
- Install grilles or bars (interior or exterior) across basement windows if security is an issue
- Install painted/stained treated wood to the inside of the window frame when basement windows need to be sealed.

- If ceilings must be lowered, provide a setback in the design of dropped ceilings to allow for the full height of the window openings.
- If an original window is beyond repair & must be replaced, find the window or windows that are closest to the original in style and design to create a seamless blend with the other character-defining historic features of your house.
- The best replacement window is one that matches the dimensions (including the glass itself) profiles and design features of the original windows as much as possible.

Storm Windows:

- Maintain historic storm windows whenever possible.
- Install visually unobtrusive storm windows where needed that do not damage or alter existing frames.
- Storm windows should be able to be removed in the future without damage to existing windows.
- Exterior storm windows should fit the original window openings and not cover the glass or sash.
- Exterior wood or painted metal are appropriate storm window materials.
- Paint exterior wood or metal storm windows a color compatible with the color scheme of the building (match color of sash).
- Storm windows should match meeting rail of existing windows.
- Choose as narrow a sash frame as possible for exterior metal storm windows.

NOT RECOMMENDED:

Windows:

- The use of vinyl windows, in most cases, is not an acceptable replacement window with the terms of the Home Preservation Program.
- Do not eliminate window openings, fill in, or alter openings to accommodate smaller or larger replacement windows.
- Do not use mirrored or tinted glass in new or repaired sashes.
- The use of glass block is not recommended for basement windows.
- Leaving any bare wood unprotected and exposed to the weather is not recommended.
- Divisions (Mullions) located on the inside of the glass or between layers of glass are not recommended.
- Do not obscure historic window trim with metal or other materials.
- New floors or furred-down ceilings should not cut across the glazed areas of windows to change the exterior appearance of the window opening.

Storm Windows:

- Do not use single sheets of glazing as storm windows over double hung windows.
- Do not use mirrored or tinted glass.

For more information on how to repair your wood sash windows click on this link:
http://www.oldhouseonline.com/how-to-restore-sash-windows

For more information on how to replace your window sash cords click on this link:
http://www.thisoldhouse.com/toh/video/0,,1631564,00.html

This Old House "Air tight windows in 9 steps", click on this link:
http://www.thisoldhouse.com/toh/article/0,,1120083,00.html

This Old House "Weather-stripping 101…", click on this link:
http://www.oldhousejournal.com/magazine/1562

For more information on repairing historic wood windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/preservedocs/preservation-briefs/09Preserve-Brief-Wooden-Windows.pdf

For more information on replacing wood windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows04.pdf

For more information on replacing wooden sash/frames with insulating glass, click on this link:
https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows06.pdf

For more information on exterior storm windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows03.pdf

For more information on repair of deteriorated wooden windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows14.pdf

For more information on repair of historic steel windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/preservedocs/preservation-briefs/13Preserve-Brief-SteelWindows.pdf

For more information of repair of steel casement windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows19.pdf

For more information on interior metal storm windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows05.pdf

For more information on repair of historic aluminum windows, click on this link:
https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows22.pdf

For more information on general maintenance on historic houses click on this link:
https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm#projections

For more information on repairing window sash joints click on this ink:
http://www.traditionalbuilding.com/repairing-historic-wood-windows/

Columbus Register of Historic Properties Architectural Guidelines:
https://www.columbus.gov/uploadedFiles/Columbus/Departments/Development/Planning_Division/Document_Library/Library_Documents/PDFs/hrc%20(2010).pdf