

## GUIDELINES FOR REFERENCE PROJECTS

Please submit 3 reference projects that demonstrate your experience in heritage contracting. Applicants should submit reference projects demonstrate the skills your firm has. A reference project is a project in which conservation work was carried out on a heritage structure.

There are two types of skills:-

(A) the craft skills held by your employees and

(B) the management skills held by you and your employees to direct and oversee the work of sub-contractors.

This must be clearly differentiated by ticking either box 'A' or box 'B' on each project reference form. The overall description of the craft and management skills possessed by your firm should be based on those highlighted in the selected projects.

Heritage structures may include recorded / registered / national monuments, protected structures or any structures completed at least 50 years ago. Conservation works may include repair, preservation, restoration, renovation and any other activities which aim at the conservation of the heritage structure. The experience may concern any type of work(s) executed or managed within that project.

The reference projects submitted to prove the appropriate experience should be no more than five years old.  
**Please complete a project reference form for each project submitted.**

A QUALIFIED PROFESSIONAL SHALL COMPLETE THE THIRD PARTY ASSESSMENT SECTION ON PAGE 6

**This must be a Grade 1 or Grade 2 Conservation Architect, Engineer or Building Surveyor who is:**

**Accredited in conservation at Grade 1 or Grade 2 by the Royal Institute of the Architects of Ireland, or accredited in conservation by Engineers Ireland or the Society of Chartered Surveyors Ireland (or equivalent institute), or**

**A holder of a Post-Graduate award in building conservation (to NFQ 9), or**

**On the Heritage Council's Conservation Panel, or**

**On the Irish Georgian Society Traditional Building Skills Register as a building professional or conservation consultant**

IN EXCEPTIONAL CIRCUMSTANCES THE BOARD AT ITS ABSOLUTE DISCRETION MAY ACCEPT AN ASSESSOR OF EQUIVALENT QUALIFICATION.

THE APPLICANT SHOULD AIM TO DEMONSTRATE ITS HERITAGE CONTRACTING COMPETENCE BY REFERENCE TO POINTS (A) TO (I) BELOW FOR EACH REFERENCE PROJECT DESCRIPTION SUBMITTED:

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- A. Demonstrate careful research and preparation for conservation works. Practical evidence of this should be submitted;
  - B. Demonstrate an understanding of the value of materials being conserved, both physical quality and cultural value;
  - C. The conservation principle of minimum intervention and the concept of adding to a structure and only taking something away when it is absolutely necessary;
  - D. Competence of technical execution of works;
  - E. No damage done to the surroundings – capable of taking care;
  - F. Understanding the difference between restoration and conservation. Restoration faithful to original in replacement works, e.g. re-slating;
  - G. Demonstrate capacity to collaborate on devising appropriate works during the course of the project, e.g. by briefing relevant specialist heritage sub-contractors;
  - H. Demonstrate knowledge of the market for specialist skills and materials or components; and
  - I. To accept or propose changes of methodology required to minimise intervention due to unanticipated site conditions, or, to have the capacity to do things more than one way.

REFERENCE PROJECT FORM

SPECIALIST CONTRACTOR

APPLICANT INFORMATION

NAME OF THE APPLICANT:

CONTACT NAME:

TELEPHONE NUMBER :

FAX NUMBER:

E-MAIL:

HERITAGE REGISTRATION NUMBER:  
(IF APPLICABLE)

PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS:

START DATE:

FINISHED DATE:

EMPLOYER:     CLIENT  
                   CONTRACTOR (IF APPLICANT IS SUB-CONTRACTOR)

EMPLOYER'S NAME

EMPLOYER'S ADDRESS:

ROLE OF APPLICANT:            **SPECIALIST CONTRACTOR**

NOMINATED SUB-CONTRACTOR

SPECIALIST SUB-CONTRACTOR

OTHER (SPECIFY)

CONSULTANT/PROFESSIONAL RESPONSIBLE FOR THE PROJECT:

PROJECT MANAGER            NAME:

ARCHITECT/ENGINEER

OTHER CONSULTANT            ADDRESS:

REFERENCE PROJECT FORM

SPECIALIST CONTRACTOR

PROJECT DESCRIPTION

THIS PROJECT COVERED THE FOLLOWING CATEGORIES OF WORKS CARRIED OUT BY THE APPLICANT. PLEASE TICK BOX 'A' OR BOX 'B' BUT NOT BOTH (UNLESS BOTH SPECIALIST CONTRACTOR AND SUB-CONTRACTOR HAVE CARRIED OUT THIS WORK ON THIS PROJECT):

CODE	CATEGORY and Sub-categories managed or executed on this job	BOX 'A' Your Firm and your employees carried out the works	BOX 'B' Others you have contracted carried out the works under your management
<b>3.1.0</b>	<b>MASONRY AND STONE WORKS GENERAL – SPECIALIST CONTRACTING</b>		
3.1.1	STONE WORK / CARVING		
3.1.2	STONE WALL BUILDING (RUBBLE STONE)		
3.1.3	STONE INSTALLATION (CUT STONE)		
3.1.4	STONE CLEANING / RESTORATION		
3.1.5	BRICK WORK		
3.1.6	LIME MORTARS – POINTING		
3.1.7	LIME MORTARS – MIXING		
3.1.8	LIME MORTARS – REPAIR		
3.1.9	STONE REPAIR		
<b>3.2.0</b>	<b>ROOFING GENERAL – SPECIALIST CONTRACTING</b>		
3.2.1	THATCHING		
3.2.2	COPPER WORK		
3.2.3	SLATE WORK		
3.2.4	TILING		
3.2.5	LEAD WORK		
<b>3.3.0</b>	<b>TIMBERWORK AND JOINERY GENERAL – SPECIALIST CONTRACTING</b>		
3.3.1	WOOD PANELLING		
3.3.2	JOINERY		
3.3.3	WOOD CARVING		
3.3.4	WOOD CUTTING		
3.3.5	CARPENTRY		
3.3.6	REPAIR		
<b>3.4.0</b>	<b>PLASTERING GENERAL – SPECIALIST CONTRACTING</b>		
3.4.1	DECORATIVE WORK		
3.4.2.	LIME BASED		

REFERENCE PROJECT FORM

SPECIALIST CONTRACTOR

3.4.3	GYPSUM		
3.4.4	LATHE PLASTER		
3.4.5	WET DASH / HARLING		
3.4.6	STUCCO		
3.5.0	<b>PAINTING AND DECORATIVE WALL FINISHES GENERAL – SPECIALIST CONTRACTING</b>		
3.5.1	GILDING		
3.5.2	FRESCO PAINTING		
3.5.3	LIME BASED PAINTING		
3.5.4	OIL BASED PAINTING		
3.5.5	DISTEMPERS PAINTING		
3.5.6	DECORATIVE PAINT FINISHES		
3.5.7	SIGN PAINTING		
3.6.0	<b>SPECIALIST CRAFTS GENERAL – SPECIALIST CONTRACTING</b>		
3.6.1	IRONMONGERY AND METALWORK		
3.6.2	GLASS AND GLAZING		
3.6.3	REMEDIAL WORKS		
3.7.0	<b>BUILDING SERVICES – FOR SPECIALISTS ONLY</b>		
3.7.1	MECHANICAL SERVICES		
3.7.2	ELECTRICAL SERVICES		

**PLEASE SUPPLY A DESCRIPTION OF THE WORKS INVOLVED TO ACCOMPANY EACH REFERENCE PROJECT** E.G. THE TYPE OF BUILDING, THE TYPE OF WORKS CARRIED OUT, THE HISTORIC SIGNIFICANCE OF THE BUILDING, THE HERITAGE ELEMENT (CONSERVATION, RESTORATION, RETENTION, RENOVATION, ETC.)

**REFER TO REFERENCE PROJECT GUIDELINES ON PAGE 2**

REFERENCE PROJECT FORM

MAIN CONTRACTOR

PROJECT DETAILS

THIRD PARTY ASSESSMENT FORM

A QUALIFIED PROFESSIONAL SHALL COMPLETE THE SECTION BELOW

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OPINION OF SATISFACTORY EXECUTION

PROJECT NAME:

NAME:

NAME OF FIRM OR ORGANISATION:

TELEPHONE:

FAX:

E-MAIL:

OCCUPATION:

CAPACITY:

PROFESSIONAL QUALIFICATION:

MEMBERSHIP OF PROFESSIONAL BODIES:

QUALIFICATION FOR CONSERVATION ASSESSMENT:

IN MY OPINION AND TO THE BEST OF MY KNOWLEDGE, THE ABOVE PROJECT, AS DESCRIBED IN THE SUB-CATEGORIES ABOVE, HAS BEEN UNDERTAKEN IN ACCORDANCE WITH GOOD CONSERVATION PRACTICE. THIS OPINION IS BASED ON KNOWLEDGE DURING THE EXECUTION OF THE PROJECT.

SIGNATURE

DATE