

# WINDOWS

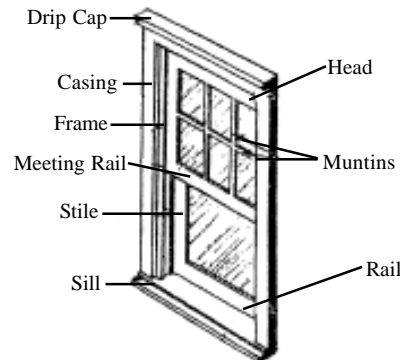
## GUIDELINES FOR EXTERIOR CHANGE

1. Retain original window sizes and locations, particularly on the main facade and visible side elevations.
2. Blocking-up a window, that is, removing the sash and frame and filling in the opening, should never be considered on a primary facade or visible side elevations.
3. Covering-up a window, that is, leaving the sash and frame intact but covering them with wood or other material, is reversible and thus somewhat better than blocking-up the window. However, this should not be considered for the primary facade.

4. Replacement windows should duplicate the appearance of the originals as closely as possible in number of panes, dimensions of sash members, and profile of sash members and muntins.
5. Use the same material as was used in the original windows; avoid vinyl and aluminum-clad wood replacement windows. For new additions to existing buildings, use wood windows.
6. The new windows should simulate the operating characteristics of the originals. If the originals, for example, were double-hung, the new windows should look the same, even if only the lower sash opens.

7. Do not alter the existing window pattern on the facade or visible side elevations, either by changing their location or adding new windows.
8. Add window shutters only to buildings that originally had them. If shutters seem appropriate, they must be made of wood or a close substitute. Even if the new shutters are inoperable, they should be sized to appear to cover the window when closed.

### Parts of a Double-Hung Window



### Common Double-Hung Wood Window Styles

