

Fayetteville Evergreen Cemetery



Policy Handbook

Adopted July 2025

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Fayetteville Evergreen Cemetery Policy Handbook

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PREFACE

This booklet is intended to acquaint cemetery plot owners, funeral directors and monument companies as well as the general public with:

- Objectives and ideals which will ensure for us and our successors proper shrines of respect and beauty
- Quality and extent of cemetery services furnished by the Evergreen Cemetery Association
- Appropriate limitations of private and public use of Evergreen Cemetery

These policies pertain to Fayetteville Evergreen Cemetery owned and operated by the Fayetteville Evergreen Cemetery Association. These policies are designed for the purpose of protecting each lot without exception and apply to every lot owner and to every visitor to Fayetteville Evergreen Cemetery. The Cemetery Association follows the cemetery laws of the State of Arkansas. In addition, these policies may be more restrictive than state laws. There is no desire to interfere with individual tastes and privileges. Only such restrictive measures are employed as have been deemed necessary to protect the interests of all and to preserve and augment the historic appearance of Fayetteville Evergreen Cemetery. The Association shares in the solemn obligation to make Fayetteville Evergreen Cemetery a permanent and beautiful symbol of faith, love, and devotion. If you have questions, please contact the Cemetery Administrator or the Association President for clarification.

GENERAL INFORMATION

Ownership/Administration

The Fayetteville Evergreen Cemetery Association, a 501c13 organization, owns and manages Fayetteville Evergreen Cemetery.

Contact Information

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HISTORY

The Fayetteville Evergreen Cemetery Association, established in 1915, guides the use and care of Fayetteville Evergreen Cemetery. The Cemetery Association remains vigilant regarding the use and care of the cemetery, collects information for archival and educational purposes, and initiates specialized cemetery care and enhancement programs. Anyone interested in serving as a volunteer or board member can contact the President of the Fayetteville Evergreen Cemetery Association.

BACKGROUND

The earliest burials at the Fayetteville Evergreen Cemetery were in the 1840's. Fayetteville Evergreen Cemetery is located on land that was originally part of a farm owned by Harriett Elizabeth Wilson Thomas and John Thomas and functioned as the private family burial ground. At some point, the Thomas burial place became open for public burials, making it the first public burial place in Fayetteville. Earliest graves were George Thomas Stirman (1842-1847), a stillborn Thomas child, and Mary Stirman Pollard (1844-1848). The first adult buried at Evergreen was Melissa Thomas Pulliam (1821-1849), John Thomas' sister. It is on record that in 1871, the Fayetteville Evergreen Cemetery was deeded to the city of Fayetteville by the AF & M (Free and Accepted Masons and Mountain Lodge) and the local IOOF (Independent Order of Odd Fellows). The Fayetteville Evergreen Cemetery Association was formed in 1915 and took over maintenance and care of the cemetery.

Fayetteville Evergreen Cemetery is approximately ten and one-half acres and contains approximately 3600 known burials. It serves as the final resting place for many of Fayetteville's and northwest Arkansas' most prominent citizens. Buried here are the early settlers, soldiers, statesmen, lawyers, doctors, educators and bankers of early Fayetteville.

OPERATION

Visitation

Evergreen Cemetery is open daily from 8:30 a.m. until thirty minutes before sundown. The gates are secured by Caretaker. No trespassing after hours is allowed. No person shall enter the cemeteries except through the gates or walks.

Enforcement

The Caretaker shall have supervision and control of all persons in the cemetery. The Caretaker, Administrator, and Board Members shall be responsible for enforcing policies and regulations and may exclude from the property any person or persons violating the same.

Records

The Fayetteville Evergreen Cemetery Association was formed in 1915 and maintains a record of the burials since that date. Records of interments before 1915 were kept by the sexton of the two controlling fraternal organizations, the Free Masons, and the Odd Fellows. Earlier burials were recorded by the Grave Digger. Records of burial after acquisition by the Fayetteville Cemetery Association are kept by the President of the Fayetteville Evergreen Cemetery Association.

The Board of Directors of the Fayetteville Evergreen Cemetery Association now keeps full and complete records regarding the cemetery, including all cemetery-related resolutions, policies and actions, plot sales and ownership, burial registrations, donations, and associated funds.

CEMETERY CARE

Maintenance by Fayetteville Evergreen Association

The Fayetteville Evergreen Cemetery Association cares for the cemetery through regularly scheduled landscape maintenance, waste disposal, infrastructure maintenance, Specialized care and improvement programs are initiated and provided by the Fayetteville Evergreen Cemetery Association.

Beyond regular care, the Fayetteville Evergreen Cemetery Association exercises the right by law to enter upon any said plot or individual gravesite to keep said properly groomed, to correct any hazardous conditions, and to remove any dilapidated structure or undesirable vegetation that impairs the overall beauty and dignity of the cemetery.

Maintenance by Others

The Fayetteville Evergreen Cemetery Association welcomes owners, relatives, volunteers who wish to provide additional care for the cemetery. However, all persons shall abide by the guidelines set forth regarding Vegetation, Cleaning and Personal Conduct. The Fayetteville

Evergreen Cemetery Association welcomes coordinated cemetery improvement activities which adhere to the Special Activities or Special Events policy.

Should any monument or marker become unsightly, dilapidated, or dangerous, it is the responsibility of the family to rectify the deficiency. The Association shall notify the owner advising of the deficiency. Should a plot owner not rectify the deficiency within sixty days of the above notice, the Board of Directors may, at their discretion, effect the requisite repairs or remove the marker or monument and recover the cost from the lot owner.

Disclaimer of Responsibility

The Fayetteville Evergreen Cemetery Association shall take reasonable precaution to protect the public and the burial rights of plot owners within the cemetery from loss or damage; but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control including, but not limited to: damage caused by the elements, an act of God, common enemy, thieves, vandals, terrorists, strikers, malicious mischief makers, unavoidable accidents, incidental damage during regular maintenance, explosions, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

SALES & FEES OF INTERMENT RIGHTS IN PLOTS

Cemetery Burial Plots

Contact the Fayetteville Evergreen Cemetery Association Administrator to purchase interment rights for burial plots or to schedule an interment, disinterment, or reinterment. It will be understood by the purchasing party that the “purchase of a burial plot” is exclusively for a “right of interment for a specific location”. It is not for the purchase of any “real estate”. The Evergreen Cemetery is wholly owned and operated by the Evergreen Cemetery Association, a registered 501(c)(13) non-profit entity.

Plots and Gravesites

Burial plots shall be sold at prices established by the Fayetteville Evergreen Cemetery Association. No monuments, headstones, or markers shall be placed on a plot, nor shall any interments be allowed until the plot has been paid for in its entirety, including all associated interment fees and costs.

NOTE: Vaults are not required but are optional for any burial in the Evergreen Cemetery.

Interment Fees & Costs

For a full burial, the following apply:

- A) The cost of opening and closing for a casket and/or vault.
- B) A flagging fee regarding the specific location for said opening
- C) A setting fee for each monument, headstone, and/or marker placed in the Cemetery

For a cremains interment, the following apply:

- D) A preparation and interment fee which includes the necessary flagging fee
 - E) A setting fee for each headstone or marker placed regarding the interment.
- Contact the Cemetery Administrator for current interment fees.

All payments should be made payable to the “Fayetteville Evergreen Cemetery Association”.

Headstone or Marker Deposit

For all interments in the Cemetery, a headstone or marker delineating the name and dates of the interred is required. If at the time of interment, a headstone or marker is not already in place, then a refundable deposit will be required. This deposit may be waived by the Administrator, if a headstone or marker has already been ordered and paid for in full. The refundable deposit shall be returned at the time said headstone or marker is permanently set in the Cemetery.

Sales, Transfers, and Subdivision of Plots by Owners

No sale, transfer, or subdivision of any cemetery burial plot by owners shall be valid without the written consent of the Fayetteville Evergreen Cemetery Association.

INTERMENTS & DISINTERMENTS

Burial Rights

No remains or cremains shall be placed in or removed from any gravesite except by consent of the owner, or the senior owner in succession in said burial plot(s). The Association may require a notarized statement from the person proclaiming to be the “senior owner in succession” confirming their position, as well as a hold harmless statement.

NOTE: The Evergreen Cemetery Association, its Board of Director members, as well as any person or persons functioning on behalf of the Association, shall be held harmless in any dispute that may arise from actions regarding interment or disinterment. In addition, any legal fees and costs incurred by the Association and/or its representatives shall be borne solely by the family involved in such a dispute.

Burial Capacity

For individual FULL BURIAL PLOT, the following may be interred:

- a) one (1) casket, vault, or full interment with the option of not more than one (1) urn containing cremains, provided there is adequate depth between the top of the full interment and the surface.
- b) No more than three (3) headstones or markers regarding cremains interments. This may be individual or double headstones,, thus representing three interments or a maximum of six cremains interments. See Appendix C and E for illustration.
- c) No more than two (2) infant burials if there is adequate space for the burial containers and the headstones or markers.

For ONE-HALF OF A FULL BURIAL PLOT (referred to as a cremation plot), the following may be interred:

- a) A single cremation interment, or
- b) A maximum of two cremations. This is typically intended for a couple, in conjunction with a shared or double headstone or marker. (See Appendix D and E for illustration)

Burial Arrangements

No interments, disinterment, or reinterment may be made without proper arrangements with the Fayetteville Evergreen Cemetery Association.

For interments and reinterments, the type of burial container (casket, vault, and urn) must be indicated as well as the gravesite specified in instance of a plot or multiple burials. The date, time, and type of service (church, graveside) should be specified. All burials should be scheduled with the Cemetery Administrator at least 72 hours prior to interment.

Stonework or monumental work will not be permitted on a plot until the plot is paid for in full, as well as any applicable fees. Written requests for disinterment, with letters from all parties with interest shall be submitted at least two (2) weeks prior to scheduled work.

Burial Registration

Each interment, disinterment, and reinterment shall be registered with the Cemetery Administrator or the Board of Directors of the Fayetteville Evergreen Association to ensure proper record management. An “Evergreen Information Sheet” is required to be filled out and returned to the Administrator. A copy of this form is in Appendix E.

Funeral Director’s Responsibilities

Funeral Director responsible for burial arrangements should coordinate with the Cemetery Administrator.

The Funeral Director is responsible for contacting the Cemetery Administrator in a timely manner, preferably 72 hours in advance. The Cemetery Administrator will be responsible for all excavations including hiring excavation subcontractor.

The Association will bill either the family or the Funeral Director for said expense. The Funeral Director is responsible for all vehicles in a funeral procession and ensuring that vehicles are properly parked during services.

FUNERAL SERVICES

Gravesite Location

No work of any description shall proceed until a “locate” is performed by the Administrator to confirm the gravesite and work perimeter. A flagging fee will be charged.

Service Notice

The Funeral Director shall post and subsequently remove the “Funeral in Progress” sign upon the Main Gate, particularly so that visitors and tour groups will not block funeral services that may be underway in the cemetery.

Service Equipment

Any tents, chairs, or other items used for a burial service must be removed within twenty-four (24) hours of the interment by the rightful owner of such items. Evergreen Cemetery Association will not be responsible for any items used for a burial service that are brought into the Cemetery.

MONUMENTS, HEADSTONES, & MARKERS

Guidelines

Fayetteville Evergreen Cemetery contains a variety of markers, from simple tablet inscriptions to elaborately carved headstones. Typically, markers denote the gravesite, record of who is buried therein, and reflects important dates such a birth, marriage, and death. Burials often include biblical, literary, or sentimental references as well as symbolic motifs.

The Fayetteville Evergreen Cemetery Association requests that the character of the cemetery is respected. The cemetery encompasses a wide diversity of funerary architecture including a wide variety of tombstones that include tablets, obelisks, columns, pedestals, and die-on headstones as well as box tombs, military markers, and plaques.

The Board approves all permanent objects and plantings placed in the Cemetery. The Board approves all objects (headstones, plantings, etc.) placed in the Cemetery. The guiding principle in this endeavor is to maintain the historical context of the Cemetery which is included on the National Register of Historic Places. With this in mind, it is difficult to create specific and all-encompassing policies regarding aesthetics. Questions regarding what is allowed or not allowed can be discussed with the Cemetery Administrator and/or submitted to the Board for review or clarification. Inscriptions and epitaphs must also be approved by the Board.

ALLOWED:

Today’s headstones, etc. are mostly granite. Grey granites and soft colored palates that match colors already in the Cemetery are suggested.

The size of the headstone, etc. is dependent on the space surrounding it. The larger the scale, the more space is required. Example: If a die-on base headstone is desired for cremains, a full plot or more would be required, depending on the dimensions of the headstone desired. Also, if a bench is desired, this would require two full plots. Consult the Cemetery Administrator for any necessary clarifications.

NOTE: Special requests may need to be presented to the Board for their review and approval.

NOT ALLOWED:

Contemporary headstone profiles or shapes are not allowed. These include modern designs that do not convey the historic nature of the Fayetteville Evergreen Cemetery.

Color or black and white photographs attached to a headstone are not allowed.

Laser etchings of images are not allowed. This might include a person or animal, a landscape, the homestead, etc.

Cleaning Standards

For complete cleaning instructions, see Appendix G – The Proper Method to Clean a Gravestone. Lichen and fungi can have a negative effect upon cemetery structures, so cleaning is permissible provided the procedures are followed. Sandblasting and the application of “protective coatings” are prohibited. Pressure washing is discouraged and should never be used on marble.

SAFETY FIRST – DO NO HARM – BE EDUCATED

Before cleaning, check each headstone or monument for stability. **IMPORTANT** – If stability is in question, the only safe thing to do is just spray D/2 on it and then leave it. Notify the Caretaker or Administrator if you find a headstone that is not stable. Also avoid cleaning if you observe flaking of the face or lettering, the presence of significant fractures, deteriorating grainy surface, or any other indication that the gravestone is delicate, brittle, or has advanced deterioration. These conditions may especially appear on old marble tablets and some types of headstones. Again, you may just spray D/2 on it and leave it.

The Fayetteville Evergreen Cemetery Association promotes the usage of D/2 biological cleaner for use on monuments, headstones and markers. D/2 is the best and safest product available. Conservationists and preservationists throughout the country promote the use of D/2. It is the only product that the Conservation Committee of the Association for Gravestone Studies recommends. This product may be acquired locally through the Washington County Cemetery Preservation Group (WCCPG). The Cemetery Administrator can assist you if you wish to acquire D/2.

FLORAL ARRANGEMENTS

Funeral Designs

After an interment, funeral designs and/or floral pieces shall be removed by the family or funeral home from gravesites after ten (10) days. Owners desiring to retain these pieces should collect them within this period. After this period has elapsed, the Caretaker may remove and dispose of them.

Everyday Florals

Floral arrangements and potted plants should be strongly weighted to decrease wind damage. Glass, ceramic, and pottery containers are discouraged. Silk and plastic floral designs should be replaced from time to time. Faded and damaged florals will be removed by the Caretaker.

Holiday Decorations

Holiday designs and/or floral pieces shall be removed by the owner from graves after thirty (30) days. After this period has elapsed, the Caretaker may remove and dispose of holiday decorations.

VEGETATION

Establishment

Permission from the Fayetteville Evergreen Cemetery Association or its authorized representative is required prior to planting any vegetation. Planting of flowers, groundcovers, and shrubs is most appropriate provided that the vegetation choices reflect the age of the cemetery. Owners interested in establishing period vegetation should contact the President for more details. New tree planting shall be done at the discretion of the Fayetteville Evergreen Cemetery Association. New trees may be sponsored by anyone. The type, location, and installation will be approved by and coordinated with the Fayetteville Evergreen Cemetery Board.

Maintenance

Owner-installed vegetation is required to be regularly pruned so that branches and roots do not become detrimental to the monuments or surroundings nor become dangerous or inconvenient. Vegetation shall be maintained in a healthy condition. The Caretaker shall prune any plant or part thereof deemed to be detrimental, dangerous, or inconvenient.

Removal

The Caretaker acting in the best interest of the Cemetery shall have the authority to prune, remove or transplant any plant or other vegetation when he deems such course necessary or advisable.

Preservation Ethic

The Fayetteville Evergreen Cemetery Association recognizes that many structures in the cemetery are more than a century old.

INDIVIDUAL RESPONSIBILITY

Interest in historic cemeteries or family genealogy often spurs the request to create an image by rubbing on a piece of paper against a gravestone. These rubbings are valued by the individual

and reflect a growing interest in our cemetery. (This practice has been banned in some states and many cemeteries because of potential physical damage to the marker, as well as the potential hazard to the individual).

Individuals making such rubbings are personally responsible for any damage incurred during this activity. The Fayetteville Evergreen Cemetery Association nor any owner or heir of a cemetery gravesite, marker, or structure shall be responsible for any injuries incurred from rubbing or any other activity that an individual engages in that involves coming in contact with a monument, headstone, or marker.

PUBLIC USE

The Fayetteville Evergreen Cemetery is open to the public and all individual use thereof shall respect the character, dignity, and solitude of the cemetery,

The Fayetteville Evergreen Cemetery Association acknowledges that most of the following rules are born of common sense and courtesy.

Advertisement and Solicitation

No person shall bring into the cemetery or display any sign or item of an advertising nature other than those normally placed on vehicles, uniforms, or funerary tents. Solicitation of any kind is strictly prohibited.

Alcohol and Illegal Substances

No alcoholic products or illegal substances are permitted on cemetery property. No intoxicated or otherwise disorderly persons shall be permitted.

Animals/Pets

No animals are allowed in this cemetery unless the animal is always leashed. No animal shall be allowed to urinate or defecate upon gravesites and markers. All pet owners and/or keepers of the animal are required to have "pick up bags" with them at all times in the Cemetery.

No horses or large animals shall be permitted within the Cemetery except by special permission. The owner and/or keeper shall be liable for any damage caused by any animal they bring into the cemetery.

Athletics and Recreation

No use of skates, skateboards, mopeds, or scooters within the cemetery is permitted. When traversing the cemetery, biking is permitted on designated paths.

Children

No person under the age of sixteen (16) shall be permitted in the cemetery without the direct supervision of a responsible adult.

Damage

No person shall sit, rest, or lean on monuments, fences, or statuary. There are multiple benches situated throughout the Cemetery. Any person who causes damage, intentionally or unintentionally, to property in the cemetery shall be held accountable for that damage.

Firearms

No firearms shall be permitted within the cemetery, except by special permission in connection with a military funeral or special activity.

Intrusion and Privacy

No one who is not a member of the funeral procession or party shall intrude upon a funeral party or loiter about an open gravesite.

Littering and Smoking

Littering is strictly prohibited. Cigarette butts are considered litter and must be removed from the cemetery by the smoker.

Noise

No audio devices are permitted within the cemetery, except personal audio devices utilizing headphones or by special permission in connection with a special activity. People in the immediate vicinity should remain quiet during services.

Treasure Hunting and Games

Treasure hunting and playing games in the cemetery is not allowed. Metal detectors are prohibited except for surveying and locating utilities. No artifacts, stonework, metalwork or other cemetery structure or object shall be removed from the cemetery without special permission.

Registration

Any special activity on cemetery property must receive prior approval from the Fayetteville Evergreen Cemetery Association

To register for a special activity, contact the President of the Fayetteville Evergreen Cemetery Association at least two (2) weeks in advance of the proposed activity.

SPECIAL ACTIVITIES OR SPECIAL EVENTS

Types of Activities

Permissible special activities include but are not limited to holiday/memorial services unveiling ceremonies, religious programs, family or church gatherings, photography or nature appreciation, individual pedestrian and/or passive appreciation, conservation, beautification, or cemetery improvement activities, history tours and programs.

Restricted special activities include, but are not limited to athletic events, treasure hunting, loud gatherings, and other activities or events determined to be offensive, disrespectful, or disruptive to the character, dignity, and solitude of the cemetery.

After-dark special activities are generally not allowed as the cemetery gates are secured at dark. Requests for after-dark activities must be submitted four (4) weeks in advance, and a service fee shall be set and paid in advance to supply additional services/security as may be required by the Fayetteville Evergreen Cemetery Association.

Supervision

For an approved activity, a representative of the Fayetteville Evergreen Cemetery Association shall be present during the activity. The Association may designate as a supervisor at least one (1) person that must be familiar with the cemetery policies and accept responsibility for the conduct of all persons with the group. Unless otherwise designated in the instance of tours or classes, the tour guide or teacher shall be considered the designated supervisor. Groups with children under sixteen (16) years of age must have at least one responsible adult chaperone for every ten (10) children.

Vehicle Restrictions

Buses, motor coaches, trolley-type vehicles, and other vehicles more than twenty-five (25) feet in length or twelve (12) feet in height are not permitted.

Damage Reporting

The activity group supervisor, or tour guide or teacher, shall immediately report to the Caretaker or Administrator any damage to trees or vegetation, monuments, and/or roadway or structures caused by the group, group vehicle, or group guests. The supervisor will be held responsible for any property damage.

CHANGES TO POLICIES

The Board reserves the right to adopt additional rules and regulations, or to amend, alter or repeal any rule, regulation, article, fee, section, paragraph, or sentence in the Policy Handbook at any time and without notice.

Adopted 7/2025

APPENDIX - A

GLOSSARY OF TERMS

The following words and phrases whether capitalized or not, shall have the meaning herein defined.

Alley in Evergreen is used to refer to the space that separates “lots” in the original layout for most of the sections within the Cemetery. There is east–west alleys and north-south alleys. The width of these is typically 8 feet.

Association means the Fayetteville Evergreen Cemetery Association.

Board means the Board of Directors of the Fayetteville Evergreen Cemetery Association.

Burial means the disposition of either human remains or cremains by earthen interment.

Burial rights mean the deeded interests to a plot or gravesite designated for interments.

Cemetery means all land in, owned by, and/or under supervision and control of the Fayetteville Evergreen Cemetery Association devoted exclusively to the burial of the human dead.

Cemetery care means cemetery lot maintenance including the raking and cutting of grass, preservation of graves, and the removal of rubbish. Families of the interred are responsible for maintaining their family’s monuments, headstones, and/or markers. The Fayetteville Evergreen Cemetery Association does not have the obligation to work on or provide care of an unusual nature to monuments, headstones, markers, or any other structure on a plot, as well as to the plot itself.

Cenotaph means a headstone, etc. that is placed in the Cemetery in remembrance of someone. There is no burial associated with a cenotaph.

Cremains means the cremated remains of a human body.

Contractor means any person, firm or corporation or anyone engaged in placing, erecting, or repairing any memorial, or performing any work in the Cemetery’s grounds, other than an employee of the Cemetery.

Cremation Plot means a one-half section of a full burial plot for the interment of cremains of one or two cremations.

Cremation Vault means a container for an urn.

Crypt means a wholly or partially underground structure of suitable stone for the entombment of human remains or cremains.

Disinterment means the removal of the buried remains of a deceased human, the casket, if any, and the burial receptacle, if any from the ground.

Evergreen Information Sheet is the form that gives the Fayetteville Evergreen Cemetery Association details regarding the person interred in a plot.

Family Lot see “*Lot*” below. Evergreen was primarily laid out in 20’ x 20’ “family lots” with approximately 8’ “alleys” between them.

Foundation means the base upon which a monument or marker is installed.

Funeral procession means multiple vehicles traveling closely in an orderly fashion from a church or chapel to a gravesite for a burial.

Gravesite means the individual space designed for the interment of a burial container, grave or burial space.

Holiday means the official City holidays when observed.

Interment means the permanent disposition of the remains of a deceased human being by burials, cremation, inurnment, or entombment.

Headstone/Marker means the memorial placed upon the gravesite to identify the individual interred. There are many types. A bench may constitute a headstone.

Lot means a contiguous group of plots, typically owned by one family. They may also be referred to as a “family lot”.

Marker means a lower profile headstone. They are typically flat or of a beveled profile.

Monument means a memorial, made principally of stone erected on a plot principally to identify the family name. Monuments are typically of a much larger scale than headstones, Dimensions and stone materials are subject to the approval of the Board.

Non-care means the occurrence of substandard conditions such as improper grooming, hazardous conditions, and/or dilapidated structures.

Person means an individual, partnership, association, society, organization, or corporation.

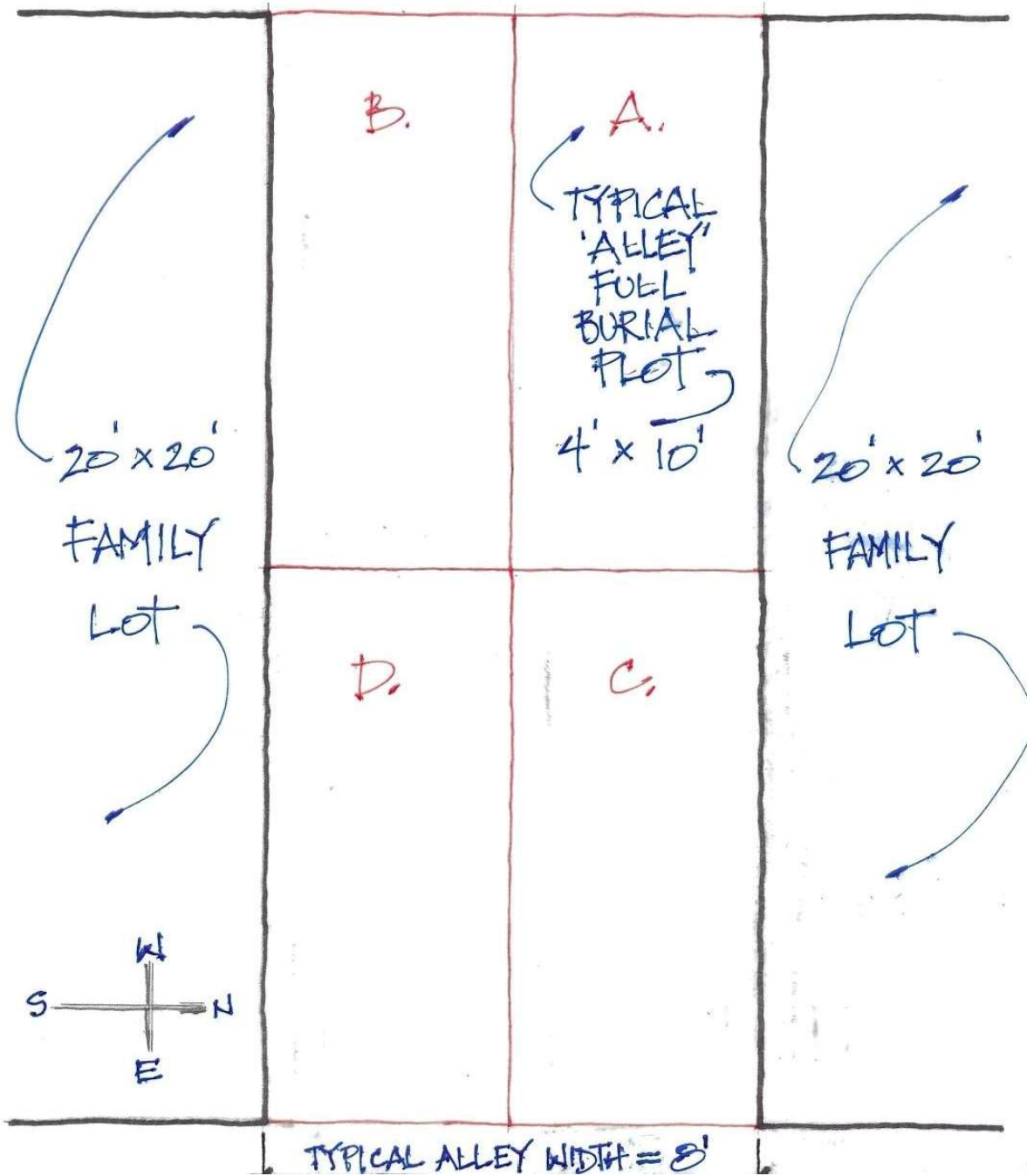
Plot means the subdivision of land in a cemetery for the interment of one or more person(s). A plot in Evergreen measures 4' wide by 10" in length. A "*half plot*" is 4' wide and 5" in length.

Urn means a container for cremated remains.

Vault means any container or enclosure made of concrete, fiberglass, or steel, which is placed in a grave around a casket to prevent the collapse of the grave and/or to protect the casket or for burial of an urn.

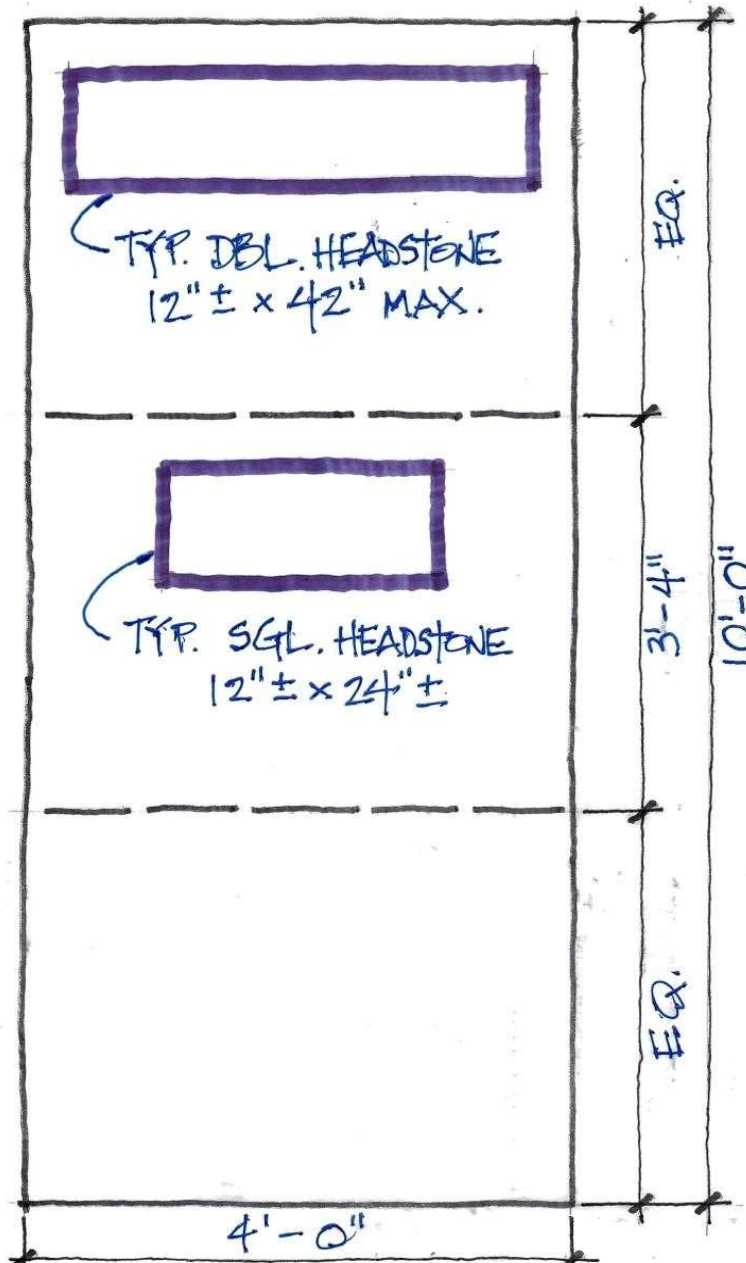
APPENDIX - B

Illustration of typical East/West alley



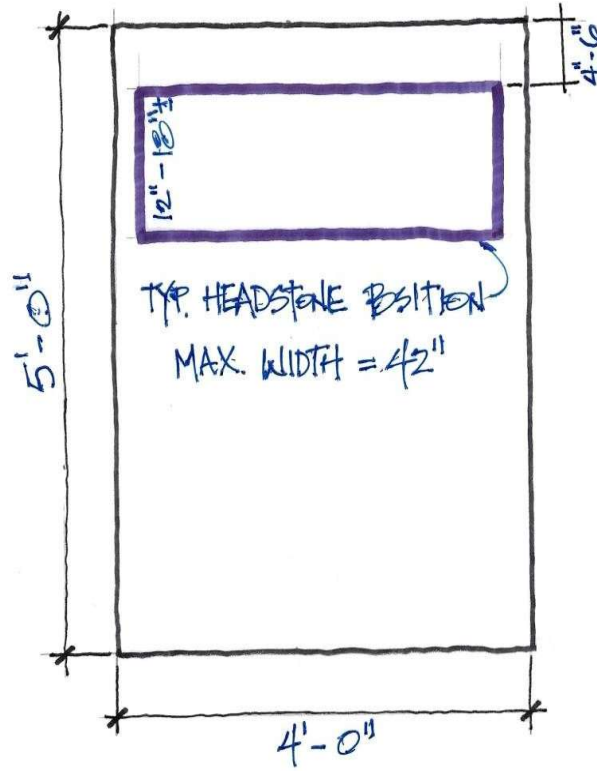
APPENDIX - C

Illustration of a Full Burial Plot with Allowable Cremains Interments



APPENDIX - D

Illustration of a Half Burial Plot for 1 or 2 Cremains Interments



APPENDIX - E

Headstones

Photographs of Allowable Headstones & Markers for Cremains in Half or Divided Full Plots

1) FLAT HEADSTONES



Note: this is a single flat headstone which measures approx. 24" wide x 12" front to back

2) BEVEL HEADSTONES



Note: this type is taller in the back and slopes downward to the front. Typically, this is a slope of about 2". (EX. 10" to 8", 8" to 6", 6" to 4")



Note: Double headstones of all three types have a maximum width of 42" as shown above.

3) SLANT HEADSTONES



Note: This type is the tallest (approx. 16") allowed. These are only for placement on a half-plat by itself. They are not allowed on a full plat. The photo above is of a slant single and below is a slant double.



APPENDIX - F

Evergreen Information Sheet

LAST NAME _____ FIRST _____ MIDDLE _____

MAIDEN _____ NICKNAME _____

CEMETERY LOCATION _____ LOT BOUGHT BY _____

DATE OF BIRTHDAY _____ PLACE OF BIRTH _____

DATE OF DEATH _____ PLACE OF DEATH _____

CAUSE OF DEATH _____ OBIT _____ DC _____

SPOUSE _____ DATE OF MARRIAGE _____

FATHER _____ MOTHER _____

CHILDREN _____

OCCUPATION _____ MILITARY _____

ADDRESS IN FAYETTEVILLE _____

NOTES:

APPENDIX - F

THE PROPER METHOD TO CLEAN A GRAVESTONE

The first and last rule when cleaning a gravestone is – DO NO HARM. Too many times, damage is done by those with good intentions. This is why it is important to educate oneself **before** attempting to clean any headstone.

It is of utmost importance to know which cleansing agent to use. All knowledgeable conservators across the country use and recommend one product only – D/2 Biological Solution. This non-toxic cleanser is a biodegradable, neutral quaternary ammonium solution that contains surfactants. NOTE: Not all quaternary ammonium solutions are equivalent. It is strongly recommended NOT to use the untested product 'Wet & Forget'. The National Cemetery Association (within the U.S. Department of Veterans Affairs) entered into an agreement with the National Center for Preservation Technology and Training, National Park Service (within the U.S. Department of the Interior) to evaluate cleaners in an effort to *minimize damage to historic headstones*. This testing was overseen by Mr. Jason Church, Chief of Technical Services at the NCPTT. Their conclusion of D/2 was reached after a 3-phase, seven-year study. The National Cemetery Association was previously using a solution that was discoloring and damaging the headstones over a period of time. Millions of dollars of expense were occurring in ongoing replacement of damaged headstones in the National Cemeteries. D/2 has since been used exclusively in Arlington National Cemetery, on the Washington Monument, the White House, and even on the Acropolis in Athens, Greece. It is also used by museums throughout the country, and in many other applications including for awnings and on wood.

The following pages explain the proper procedure to follow in cleaning any gravestone with D/2. This applies to all types of stone, be it fieldstone, sandstone, limestone, marble, granite, etc. The 'softer', older, or more fragile the stone is (particularly marble), less pressure should be exerted on it - brush carefully. Following the procedures is a page that discusses the proper tools to use and in putting together a 'cleaning kit'. There is also a list of other items to consider that may help make your cleaning experience a more enjoyable one.

If after reading this you have any questions at all, please don't hesitate to contact me at my email address: bysantafe@gmail.com.

I wish to express my appreciation for your willingness to help care for our ancestors' monuments, the cemeteries, and thus, our very history. Thank you!

Sincerely,
Bob Young

Gravestone Conservator, Cemetery Administrator, and Volunteer (REV. 9/24)

GRAVESTONE CLEANING PROCEDURES

- 1) **SAFETY FIRST:** Check and test the monument for stability. If it is loose and unstable in the least, skip it for now and move on to another one to clean. [Notify the responsible party of the situation. This may be a family member, a caretaker, or a specific association set up for the care and maintenance of that particular cemetery.]
- 2) If secure, then rinse it thoroughly with water. Always keep the stone wet during cleaning.
- 3) Use a plastic or wood scraper to remove any accumulations of biologicals on the surface. You can use ‘chopsticks’, small paintbrush plastic handles, or the like, to clean out the lettering.
- 4) Rinse thoroughly with water from the top downward.
- 5) Spray with D/2 Biological Solution and let it stand for 10 – 15 minutes or so. Try and spray the D/2 downwind. You do not want to inhale the D/2 mist. You may wish to use a painter’s or dust mask. It is also recommended to use gloves – rubber or otherwise – when scrubbing, etc. with D/2. **TIP:** During this ‘waiting’ period, move on to another gravestone and start on it by completing steps 1 through 5 above, then go back to the previous one to finish it.
- 6) Take a plastic or natural bristle brush and scrub as needed to further clean the stone. Do so from the bottom upward.
- 7) Rinse thoroughly with water again – from the top downward.
- 8) If there are any areas that require extra scrubbing or attention, do so as needed.
- 9) After a final thorough rinsing (either step 7 or 9), spray the gravestone completely with a light coating of D/2 and you’re finished. The D/2 will continue working on the stone for weeks. It will seep into the stonework and continue to eliminate biologicals that have migrated into the pores of the stone. Eventually it will be rinsed off by rainwater.

NOTES

- A) Many times, the stonework will take on an orangeish color as the D/2 interacts with the biologicals on the stone. This coloration will go away within days or weeks.
- B) If you wish to not go through the entire process listed above, you may just spray the gravestone thoroughly with D/2 and leave. Come back in 3 or 4 weeks and do it again. Repeat as many times as is necessary to get the desired results. By following the procedure listed at the top of the page, you speed up the cleansing process substantially, and can obtain immediate results.
- C) **NEVER** use metal in the cleaning process! This would include **WIRE BRUSHES**, as well as metal scrapers, etc.
- D) Other “approved” biocidal cleaners include ‘Enviro Klean’ and ‘BioWash’. There are a couple of others also. It is **NOT** recommended to use ‘Wet & Forget’, any “homemade formulas” found on the internet, bleaches of any type, and/or household cleaners such as ‘409’, ‘Comet’, ‘Soft Scrub’, or the like. Be aware that marble gravestones will be permanently stained yellow if bleach is used on them.
- E) Black mold on marble can become extremely hardened. It will resemble black enamel paint, and can be lightened with multiple applications of D/2 over a lengthy time.
- F) For more about D/2, go to their website: www.d2bio.com Also, for videos of the process, go to YouTube and check for “Cleaning of Gravestones with D/2”.

ITEMS FOR A CLEANING KIT

- 1) *D/2 Biological Solution* in a spray bottle. If you acquire D/2 in a gallon amount, you can obtain quart size heavy duty spray bottles separately. These will have adjustable nozzles and a strong spring allowing the trigger to fully release back. (I have found these at Home Depot)
 - 2) *A garden or yard sprayer*, 1 or 2 gallons, etc. New or uncontaminated for water only. These are used to rinse the gravestones between the cleaning steps.
 - 3) *Plastic putty knives* are used as scrapers to remove surface moss, algae, lichen, etc. They can come in a triple multi-pack, usually consisting of 1 ½", 3", & 6" widths. Note: When black mold appears on an older, white marble headstone, it becomes very hard and resembles black enamel paint. You cannot remove it with the normal procedures. The best that can be done, is that it will diminish in darkness with multiple applications of D/2 over several months, if not years. Typically, it will never go away completely, but you can improve the stone significantly.
 - 4) *Plastic (or natural) bristle brush*, such as a household cleaning scrub brush. In addition, there are small plastic bristle brushes (approx. ¾" wide x 1 ½" long) that are useful to get into tighter areas that a larger brush can't reach. Smaller brushes will typically be in the hardware or paint section of the store. **Again, never use anything metal - never a wire brush.**
 - 5) *A water pail* to dip the brushes into to rinse them off as they accumulate dirt, etc. from the scrubbing. As the water gets dirty, empty and replace with clean water.
 - 6) *Chopsticks or the like* (wood or plastic) to get into and clean out inscribed or recessed areas are sometimes useful. They can be sharpened with a pencil sharpener.
 - 7) *Containers with additional water* - the more or larger the better. You should use water most generously. You can hardly have too much water. New or uncontaminated 5-gallon fuel containers are good options. They are heavy, so you could consider multiple gallon containers.
- NOTE: The cost of the above items (including a 5 gal. fuel container) is approx. \$50 or so, excluding D/2. It is available from the Washington County Cemetery Preservation Group (WCCPG) in the following sizes: a quart spray bottle, a one-gallon container, or a five-gallon pail. Email Bob Young at bysantafe@gmail.com for current prices or copies of this.

OTHER ITEMS TO CONSIDER

- A) Knee pads or something to kneel on (such as is used in gardening) is helpful.
- B) A lightweight painter's or dust mask. Being outdoors, this is typically not needed unless you may be very sensitive. It is recommended, that if there is a breeze, not to spray the D/2 so that it will blow back into your face.
- C) Gloves, if your skin is particularly sensitive. I prefer the cotton/polyester ones that have the palms coated in latex which allows good gripping. This style of glove also allows the top of the glove to 'breathe'.
- D) Perhaps a carrying tray, cart, or such to transport your supplies around the cemetery.
- F) For personal comfort and protection, you should consider having sunscreen, a broad rim hat for additional sun protection, insect repellent, water or other liquids to drink, and anything else to help you have an enjoyable and gratifying experience. It's also suggested for you to photograph the gravestone *before* and *after* you clean it. Be aware of red ants or even snakes!

FIRST AND FOREMOST, DO NO HARM.

Use caution, plenty of water, the proper cleaning tools, and D/2 Solution. NEVER use acids, anything that contains bleach, nor household cleansers. Sand blasting is NEVER to be done. Nor is the use of power tools. Using a high-pressure washer is not appropriate either.

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