

General Facility Report

(Formerly the Standard Facility Report)

Adopted 1988, revised 1998 and 2008

Registrars Committee, American Association of Museums



Additional space is provided on pages 28–29 for any responses that require further explanation or more room than the spaces allotted.

Cite the corresponding question number at the beginning of each response.

General Facility Report © 2008. American Association of Museums, 1575 Eye Street, NW, Suite 400, Washington, DC 20005.
All rights reserved. As purchaser of this publication you may duplicate its contents for educational purposes only.

Published in cooperation with the Registrars Committee of the American Association of Museums. With special thanks to Christina Kelly Schwartz, Head Registrar, Smithsonian Institution Traveling Exhibition Service, and Jeanne M. Benas, RC-AAM Chair and Registrar, National Museum of American History.

Lisa Meyerowitz, Associate Editor
Susan v. Levine, Designer

General Facility Report, 3rd edition of the revised *Standard Facility Report*
ISBN 978-1-933253-10-7 (paper)

Contents

- Preface— *Jeanne M. Benas, Christina K. Schwarz, and Elizabeth E. Merritt* v
- Borrowing Institution Profile 1
- Notice and Instructions 2
- 1.** General Information 3
 - Geographic Profile 3
 - Staff and Major Contractors 4
- 2.** Building Construction, Configuration and Maintenance 5
 - General 5
 - Temporary Exhibition Space(s) 6
 - Shipping and Receiving 8
 - Storage 9
- 3.** Environment 10
 - Heating and Air Conditioning 10
 - Lighting 13
- 4.** Fire Protection 14
- 5.** Security 17
 - Guards and Access 17
 - Physical and Electronic Systems 20
- 6.** Handling and Packing 22
- 7.** Insurance 23
- 8.** Loan History 24
- 9.** Additional Information and Comments 25
- 10.** Supplemental Questionnaire 25
 - Earthquake or Earth Movement Prone Zone 25
 - Hurricanes, Tornadoes or Severe Windstorms 26
 - Designated Brush or Wildland/Urban Interface Zone: 26
 - Off-Site Packing, Preparation or Storage Facility 26
- 11.** Continuation Sheet (blank page) 28
- 12.** Verification and Responsibility 30
- Glossary 31
- Readers for the *General Facility Report* 35

Borrowing Institution Profile

Name of borrowing institution/loan venue	
Contact person	
Title	
Mailing address	
Street address	
Shipping address	
Telephone	
Fax	
E-mail	
Website	
Purpose of loan/ exhibition title	
Dates at loan venue	

Notice and Instructions

NOTICE: It is understood that the information in this form is critically **CONFIDENTIAL** and will be used by the potential lenders only in evaluating facilities of potential borrowers and in preparing applications for indemnity as regards loan objects. This form must be stored in a secure location and copies must not be made or distributed without the express consent of the subject institution. This form must not be distributed via fax or e-mail unless otherwise agreed to by the parties.

INSTRUCTIONS FOR COMPLETING THE FACILITY REPORT

Complete all questions in the report that are applicable to your institution. Consult with other staff members with specific expertise for select responses, if necessary.

Attach a floor plan of the building and any additions (include digital images if they help support this report), indicating:

- Where loan object(s) would be displayed
- Vents within display area
- Fire doors between display area and other parts of the building
- Portable fire extinguishers, fire suppression and detection systems
- Overhead piping and HVAC systems
- Receiving area
- Passage from receiving area to display area(s) clearly marked
- Reception areas permitting food and/or drink
- Guard stations

Is the floor plan attached?

Yes

No

Attach a copy of recent actual relative environmental (temperature and humidity) readings for display area(s) in which loan objects would be displayed. (Confer with lender to determine required duration of readings and if either recent readings or time of year as pertains to proposed borrow dates are required.)

Are the readings attached?

Yes

No

Indicate the system of measurement used to report dimensions and weight capacities for your building:

English measure (inches, feet, miles, pounds, etc.)

International System of Units (IS) (centimeters, meters, kilometers, kilograms, etc.)

.....

1. General Information

1.1 Is your institution currently accredited by the American Association of Museums? Yes No

If yes, date of most recent accreditation decision:

1.2 Check the type(s) that best describe your institution:

Museum (nonprofit)

- Aquarium
- Arboretum/Botanical Garden
- Art
- Children/Youth
- General
- Historic House
- History
- Natural History/Anthropology
- Nature Center
- Science
- Zoo
- Other (specify: _____)

University

- Museum or Gallery
- Student Center/Union
- Library
- Department: _____
- Other (specify: _____)

Cultural Organization

- Library
- Religious Institution
- Civic/Exhibition Center
- Fair Building
- Other (specify: _____)

GEOGRAPHIC PROFILE

Contact your local fire department and/or municipal building department for assistance in answering questions 1.3 through 1.5.

Consult one of the seismic zone maps on either of the following websites to determine the number corresponding to the area in which your facility is located and indicate seismic zone:

http://www.earthquake.usgs.gov/research/hazmaps/products_data/images/nshm_uso2.gif

http://www.ivi-intl.com/art/IVI_Map_S-W.pdf

1.3 Is your building located in an earthquake or earth movement-prone zone? Yes No

If yes, complete questions 10.1 through 10.12 (Section 10. Supplemental Questionnaire).

1.4 Is your building located in an area subject to other natural catastrophes such as flooding, hurricanes, tornadoes or severe windstorms? Yes No

If yes, complete questions 10.13 through 10.23 (Section 10. Supplemental Questionnaire).

1.5 Is your building in a designated brush zone or wildland/urban interface? Yes No

If yes, complete questions 10.24 and 10.25 (Section 10. Supplemental Questionnaire).

STAFF AND MAJOR CONTRACTORS

1.6 Provide information on key staff members who will work with temporary or traveling exhibitions, including work and fax numbers for employees and one after-hours emergency contact number. Under employment status, indicate if employee is a full- or part-time staff member or a contractor. If employee is a contractor, provide the name of the contracting firm or organization. Provide the specialty of curators and conservators.

POSITION	NAME	TITLE	TELEPHONE/FAX	E-MAIL	EMPLOYMENT STATUS (F/T, P/T, Contractor)
Director (chief executive officer)			Work: Fax: Cell:		
Security supervisor			Work: Fax:		
Registrar or collections manager I			Work: Fax:		
Registrar or collections manager II			Work: Fax:		
Exhibitions manager			Work: Fax:		
Art handler or preparator			Work: Fax:		
Shipping/receiving officer			Work: Fax:		
Curator I	Specialty:		Work: Fax:		
Curator II	Specialty:		Work: Fax:		
Conservator I	Specialty:		Work: Fax:		
Conservator II	Specialty:		Work: Fax:		
After-hours emergency contact			Home: Cell: Fax:		

If permanent staff is insufficient for this loan, explain your plan for sufficient staffing:

2. Building Construction, Configuration and Maintenance

GENERAL

2.1 Indicate the dates your original building and any subsequent additions were completed. Use an “x” to indicate the gallery/ areas where loan objects will be stored and displayed.

	Date of completion	Loan item storage area	Loan item display area
Original building			
Addition 1			
Addition 2			
Addition 3			

2.2 What type of building materials were used for the original building(s)? (Mark all that are appropriate.)

Original Building	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/ carpet	Other (specify)
Exterior walls										
Interior walls										
Floors										
Ceilings										
Structural supports										

2.3 What type of building materials were used for the subsequent addition(s)? (Mark all that are appropriate. If more than one addition, mark using numbers which correspond to the addition. For example, if exterior walls for both additions 1 and 2 are brick, indicate 1,2 in box.)

Addition(s)	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/ carpet	Other (specify)
Exterior walls										
Interior walls										
Floors										
Ceilings										
Structural supports										

2.4 What type of fire resistant materials were used? (Mark all that are appropriate.) Contact your local fire department or municipal building department for assistance, if necessary.

	Type I Fire resistive	Type II Noncombustible	Type III Ordinary	Type IV Heavy timber	Type V Wood Frame
Original Building					
Addition 1					
Addition 2					
Addition 3					

2.5 Are all building structures freestanding? Yes No

If no, provide a physical description and the purpose of the larger structure into which it is incorporated and how building access is restricted/monitored:

If no, are the structures separated by fire doors? Yes No

2.6 Describe the type and location of public activities that take place in your building, other than exhibitions:

Do these activities take place in temporary exhibition galleries? Yes No

Will any other temporary activities or types of exhibitions be taking place in your building during the proposed loan period? Yes No

If yes, explain:

2.7 Are you undergoing construction or renovation at this time? Yes No

If yes, explain:

2.8 Do you anticipate any construction or renovation projects during the proposed loan period? Yes No

If yes, explain:

If work will occur near temporary exhibition area(s), how will potential fire, vibration, construction material and/or environmental hazards be monitored?

2.9 How many floors does your building have?

If more than one floor, indicate mode of access between levels:

Stairs Elevator Other (specify: _____)

TEMPORARY EXHIBITION SPACE(S)

2.10 Indicate the layout of your temporary exhibition space(s):

One large room Series of small rooms Other (specify: _____)

- 2.11** What is the square footage and running feet of exhibition galleries in which loan objects would be displayed?
- 2.12** What is the weight load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?
- 2.13** Are any temporary exhibition galleries located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.? Yes No
If yes, describe:
- 2.14** Are any water fixtures or accessories such as plumbing pipes, sinks, water fountains, etc., located *in* or *above* temporary storage or exhibition galleries? Yes No
If yes, describe:
- 2.15** Are any permanent structures located in the temporary exhibition galleries (columns, sculptures, etc.)? Yes No
If yes, describe:
- 2.16** Do you have a modular wall partition/panel system? Yes No
If yes, means of support: Supported at floor and ceiling Supported at floor only
Describe the materials used in construction:

Are they covered with a flame-resistant paint or fabric? Yes No
- 2.17** Are eating and drinking ever permitted in:
Temporary exhibition galleries? Yes No
Temporary exhibition storage? Yes No
Receiving area? Yes No
Temporary exhibition preparation area? Yes No
If yes, explain:
- 2.18** Do you make routine inspections for rodent, insect and microorganism problems? Yes No
If yes, describe means and frequency:
If no, explain:
- 2.19** Do you undertake routine extermination/fumigation procedures? Yes No
If yes, describe methods, products used and frequency:
Describe action you would take if and when an infestation occurs:
If no, explain:

2.20 Describe how the temporary exhibition galleries are managed during an exhibition with regard to routine lamp replacement, cleaning procedures and equipment maintenance:

SHIPPING AND RECEIVING

2.21 What are your normal receiving hours?

2.22 Can you accommodate a delivery at times other than these hours? Yes No

2.23 What is the maximum size vehicle your loading area will accommodate (as it pertains to the loan objects in question)?

2.24 Do you have (or have access to) the following? (Mark all that apply and provide requested details that relate to the loan object(s) in question.)

- Shipping/receiving door (dimensions: height: _____ width: _____)
- Raised loading dock (height from ground: _____)
- Dock leveler/lift
- Forklift (weight capacity: _____)
- Hydraulic lift (weight capacity: _____)
- Crane (weight capacity: _____)
- Ramp (length: _____ width: _____)
- Scaffolding (height: _____)
- Other (specify: _____)

2.25 What is the maximum size crate your shipping/receiving door can accommodate?
(height: _____ width: _____ depth: _____)

2.26 Can this same size crate also be moved within your facility from your shipping/receiving area to the exhibition galleries? Yes No
If no, explain:

2.27 If you do not have a shipping/receiving door or a raised dock, how do you receive shipments?
Describe loading area (and indicate on attached floor plan):

2.28 Is your shipping/receiving area: Sheltered Enclosed Neither

2.29 Describe security precautions taken in your shipping/receiving area:

2.30 Do you have a secure shipping/receiving area separate from the general loading area? Yes No
If yes, list dimensions: length: _____ width: _____ ceiling height: _____
If yes, is this area used only for exhibition objects? Yes No
If no, describe other uses:

2.31 How is access to the shipping/receiving area controlled?

2.32 Where do you usually store loan objects before they are installed? (Number all appropriate items in order of priority, with "1" being the space most frequently used.)

- | | |
|---------------------------------|------------------------------|
| ___ Receiving room | ___ Exhibition galleries |
| ___ Exhibition preparation room | ___ Storage area |
| ___ In-house packing facility | ___ Outside packing facility |

2.33 Where do you usually unpack/repack/prepare objects for exhibition? (Number all appropriate items in order of priority, with "1" being the space most frequently used.)

- | | |
|---------------------------------|------------------------------|
| ___ Receiving room | ___ Exhibition galleries |
| ___ Exhibition preparation room | ___ Storage area |
| ___ In-house packing facility | ___ Outside packing facility |

2.34 Do you utilize an off-site packing/preparation/storage facility for loan objects? Yes No

If yes, complete questions 10.26 through 10.48 (Section 10. Supplemental Questionnaire).

2.35 Do you have a freight elevator? Yes No

Interior dimensions: length: _____ width: _____ ceiling height: _____

Weight/Load capacity: _____

What is the last date the elevator(s) was (were) inspected, as displayed on the inspection certificate?

2.36 How are loan objects moved between exhibition floors?

STORAGE

2.37 Do you have a secured, in-house storage area for loan objects? Yes No

Interior dimensions: length: _____ width: _____ ceiling height: _____

Dimensions of door: height: _____ width: _____

Is your in-house storage area for loan objects? (Mark all that are appropriate.)

- Separate from your permanent collection storage
- Locked
- Alarmed
- Above ground
- Climate-controlled (See section 3 for detailed environmental information.)

Who has access/keys?

How is access controlled?

Complete if you utilize basement or below ground storage for loan objects:

- Are the loan objects stored at least 12 inches off of the floor? Yes No
- Is the storage area alarmed with a water detection system? Yes No
- Is the storage area climate controlled? Yes No
- How often is the area checked for overall conditions?

2.38 Do you have fire detection and/or suppression systems in your loan object storage area? (See section 4 for detailed information on fire protection.) Yes No

Describe:

Do you have a highly secured, in-house storage area for valuable small loan objects? Yes No

If yes, describe:

If no, explain:

2.39 Where do you store empty loan object crates? (Mark all that are appropriate.)

- On-premises Off-premises

- If stored on-premises, is the area:
- locked
 - temperature-controlled
 - humidity-controlled
 - pest-controlled

- If stored off-premises, is the area:
- locked
 - temperature-controlled
 - humidity-controlled
 - pest-controlled

.....
3. Environment

HEATING AND AIR CONDITIONING

3.1 Is your heating and cooling equipment in operation 24 hours a day, 7 days a week, including times when the building is closed to staff? Yes No

Is there a back-up system for your heating and cooling system? Yes No

If yes, how long can it operate?

If your system is not in continuous operation, explain:

3.2 Describe the type and location of your environmental control systems. (Mark all that are appropriate.)

Environmental control system	Temporary exhibition storage	Temporary exhibition galleries	Throughout building
Centralized 24-hour temperature control system			
Centralized 24-hour humidity control system			
Centralized 24-hour filtered air			
Simple air conditioning (window units)			
Simple heating			

3.3 Describe cooling system:

Cooling system	Type	Year installed or upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.4 Describe heating system (i.e., convection, forced air, solar):

Heating system	Type	Year installed or upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.5 Describe humidity control equipment:

Humidity control	Type	Year installed or upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.6 Do you use any additives (i.e. corrosion-inhibitors, water treatments) in your humidification system? Yes No

If yes, explain:

Are portable cooling, heating or humidification devices used anywhere in your facility? Yes No

If yes, what kind and where?

3.7 Who monitors and services the environmental control systems?

Staff (indicate name and title):

Contracted maintenance company (indicate name of company):

Call for repair as needed (indicate name of company):

3.8 How often are the environmental systems monitored and serviced?

3.9 Do you have the ability to adjust your temperature and relative humidity levels to meet the needs of different types of objects? Yes No

3.10 How closely are loan objects positioned to heating, air conditioning or humidification vents or units?

Describe and provide distance for all applicable:

3.11 What are the environmental conditions in temporary exhibition *galleries*? (Mark the most appropriate.)

Individually controlled

All controlled as part of the entire building or with several other rooms

3.12 What are the environmental conditions in temporary exhibition *storage areas*? (Mark the most appropriate.)

Individually controlled

All controlled as part of the entire building or with several other rooms

3.13 Are records of the variations in temperature and relative humidity kept? Yes No

If no, explain:

3.14 Do you monitor and record temperature and relative humidity levels on a regular basis in:

Temporary exhibition galleries? Yes No

Temporary exhibition storage spaces? Yes No

Display cases containing environmentally sensitive material? Yes No

If yes, by what means: Recording hygrothermographs
 Electronic data loggers
 Other (specify: _____)

Indicate frequency:

3.15 How many of each of the following do you have available and how often are they calibrated?

Equipment	Number available	Frequency of calibration
Recording hygrothermographs		
Psychrometers		
Hygrometers		
Electronic data loggers		

3.16 What are the recorded temperature and relative humidity *ranges* in your:

Temperature and humidity	Temporary exhibition galleries		Temporary exhibition storage	
	Temperature	% RH	Temperature	% RH
In spring/summer				
In fall/winter				

3.17 What is the maximum usual *variation percentage* within a 24-hour period (taking into account climate changes and local conditions) in your:

Temperature and humidity	Temporary exhibition galleries		Temporary exhibition storage	
	Temperature	% RH	Temperature	% RH
In spring/summer				
In fall/winter				

Remember to attach a copy of recent actual relative environmental (temperature and humidity) readings for display area(s) in which loan objects would be displayed. (Confer with lender to determine required duration of readings and if either recent readings or time of year as pertains to proposed borrow dates are required.)

LIGHTING

3.18 What type of lighting do you utilize in the temporary exhibition galleries? (Mark all that are appropriate.)

- Daylight
 - Windows
 - UV filtered
 - Equipped with shades or drapes
- Skylights
 - UV filtered
 - Equipped with shades or drapes
- Fluorescent
 - UV Filtered
- Incandescent
 - Tungsten
 - Iodide
 - Quartz
 - Other (specify: _____)

3.19 Do you have a visible light meter? Yes No
 If yes, what type:

Do you have a UV meter? Yes No

If no to either, are you willing to purchase one or both? Yes No

3.20 How low can you adjust your light levels (number of foot-candles)?

3.21 Are display cases ever internally lit? Yes No

If yes, what type of lighting is used in the display cases? (Mark all that are appropriate.)

- Fluorescent
- UV filtered
- Fiber optic
- Other (specify: _____)
- Incandescent

3.22 Are loan objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights? Yes No

If yes, how:

3.23 Are display cases ever sealed, or do they have dust filters in place? Yes No

If yes, explain:

.....

4. Fire Protection

Contact your local fire department or municipal building department for assistance, if necessary, in answering questions 4.1 through 4.3 and 4.13 through 4.17 .

4.1 What is the fire rating of your building (e.g., A1)?

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system? Yes No

If yes, indicate type (ion detectors, etc.):

If no, describe areas not protected:

4.3 Do your fire detection/alarm systems employ components listed by Underwriters Laboratories (UL)? Yes No

If yes, are the systems installed according to UL standards? Yes No

If no, explain:

4.4 Are all emergency exit doors equipped with alarms? Yes No

If yes, indicate type:

Do doors automatically unlock when a fire alarm is activated? Yes No

If emergency exit doors are not equipped with alarms, describe security mechanism:

4.5 How are the systems checked?

By whom?

How frequently?

4.6 How is the fire/smoke detection/alarm system activated? (Mark all that are appropriate.)

System activation	Temporary exhibition galleries	Temporary exhibition Storage areas
Self-activated heat detection		
Self-activated smoke detection		
Control panel		
Manual pull stations		
Water flow switches in sprinkler system		

4.7 Who does your fire alarm system alert? (Mark all that are appropriate.)

- In-house central station (proprietary system)
- In-house audible devices
- Local fire station—direct line
- UL/FM–approved central station (specify company: _____)
- Other (specify: _____)

4.8 Indicate the type(s) of fire suppression system(s) in operation where loan objects will be **received, stored** and **exhibited**: (Mark all that are appropriate.)

Sprinklers	Received	Stored	Exhibited	Year Installed
Wet pipe				
Dry pipe				
Pre-action				
Other (specify):				

Who is responsible for turn-off?

Are the staff and guards trained in turn-off procedures? Yes No

Many states now require sprinklers in display cases that measure larger than 8'h x 8'w x 4'd.
Do you intend to display loan objects in cases of this size or larger? Yes No

If so, are sprinklers installed within the cases? Yes No

Gaseous fire suppression systems	Received	Stored	Exhibited	Year Installed
Halon				
Clean agent				
Other (specify):				

Fire hose cabinets per local fire code

Received	Stored	Exhibited

Are fog nozzles installed?

Yes No

How often are fire hoses and cabinets inspected and maintained?

Portable fire extinguishers

Received	Stored	Exhibited

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other):

4.9 How often are portable fire extinguishers tested?

4.10 How often is your staff trained in the use of portable fire extinguishers?

4.11 Are the doors between floors or rooms fire-resistive or smoke-sealed?

Yes No

4.12 Is smoking allowed anywhere in your facility:

Yes No

If yes, in what areas and under what conditions?

4.13 How far is your facility from the nearest local fire station?

4.14 How long does it take the fire department to arrive at your facility in response to an alarm?

4.15 How far is your facility from the nearest fire hydrant?

Do you check with your local fire department to make sure nearest hydrants are working?

Yes No

If yes, how often and by whom?

4.16 Is your local fire station staffed 24 hours a day?

Yes No

If no, explain how personnel are alerted:

What is the town class number for the fire department? (NB 4, NB 5, NB 9)?

Has the fire department visited your facility and met with you to plan a course of action should a fire occur at your facility?

Yes No

Date of the last visit by the fire department for planning:

If no, are you willing to devise a plan with your fire department?

Yes No

- 4.17** Do you have an established fire emergency procedure? Yes No
 If yes, how frequently is your staff trained in this procedure?
- If no, explain:
- Is there an on-site fire brigade? Yes No
 Is there a backup fire emergency procedure? Yes No
 If yes, explain:

.....

5. Security

GUARDS AND ACCESS

- 5.1** Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)? Yes No
 If yes, is there a staffed control center and does it have visual oversight of the entire facility? Yes No
 If no, would you be willing to hire additional guards, if required? Yes No
- 5.2** What type of security personnel does your facility utilize? (Mark all that are appropriate.)
- Security employees of your facility with certified training
 - Security employees of your facility
 - Other staff
 - Contractors from an outside service company (name of company: _____)
 - Students
 - Volunteers/docents
 - Other (specify: _____)
- 5.3** Do you have a trained security supervisor in charge at all times? Yes No
 If no, explain:
- 5.4** Are your security personnel specially trained for your facility? Yes No
 If yes, briefly explain the extent and duration of their training:
- If no, explain:

5.5 Are your guards? (Mark all that are appropriate.)

- Armed
- Pager-equipped
- Phone-equipped
- Radio-equipped
- Other (specify: _____)

5.6 Do you conduct background checks on guards prior to hiring? Yes No
 Do you perform background checks on new employees? Yes No
 Do you perform background checks on prospective employees? Yes No

5.7 Indicate the number of security personnel normally on duty:

Security personnel	Throughout building		In temporary exhibition galleries	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)				
When closed to the public, but open to staff				
During closed hours				

5.8 How many galleries are assigned to each guard?

Is a guard assigned during installation and deinstallation of temporary exhibition galleries? Yes No
 If no, can one be, if required? Yes No
 How is access restricted during installation and deinstallation of temporary exhibitions?

5.9 How many staff have keys to exterior doors, temporary exhibition galleries and/or temporary storage areas?

Specify positions/titles:

How often are the locks changed?

Do you have a key holder inventory? Yes No

If yes, how often is it updated?

5.10 How often are temporary exhibition galleries checked when closed?

By whom?

How is the frequency of these checks ensured (e.g., checkpoint system, etc)?

5.11 How often are “checklist” checks made of the objects in temporary exhibitions?

Who is responsible for these checks?

- 5.12** Do you make a photographic record of loan objects within each temporary exhibition gallery? Yes No
- 5.13** Do you maintain records on internal movement and relocation of loan objects? Yes No
- 5.14** Are security personnel stationed at all entrances and exits to the building during open hours? Yes No
If no, explain:
- 5.15** Indicate the positions/titles of those individuals authorized to sign for the removal of objects from the building:
- 5.16** Is every object entering or leaving the building signed in and out by security personnel? Yes No
If no, explain:
- 5.17** Are the contents of bags, briefcases, etc., checked upon entering and exiting?
Visitor contents: Yes No
Staff contents: Yes No
If no to either, explain:
- Is there a hand carry size restriction? Yes No
If yes, what is it?
- 5.18** Do you have a sign-in/sign-out procedure for after-hours staff? Yes No
- 5.19** Are exterior perimeter checks of the building carried out? Yes No
If yes, by whom and how frequently?
If no, explain:
- 5.20** Do your staff and special guests wear identifying badges when in private (nonpublic) areas of your building? Yes No
Staff (paid) Yes No
Volunteer Yes No
Special guests Yes No
Are special guests escorted by paid staff (security or other) when in nonpublic areas of your building? Yes No
- 5.21** Do you have an emergency response plan? Yes No
How frequently is your staff trained in its implementation?
Do you have a disaster recovery plan? Yes No
How frequently is your staff trained in its implementation?

List the date of the last revision for each:

If you do not have an emergency response plan or disaster recovery plan are you willing to devise one or both?

5.22 What emergency procedures are observed in the case of theft or vandalism?

5.23 Do you permit visitors to photograph loan objects in temporary exhibition galleries?

Yes

No

If yes, under what circumstances?

If yes, what is your policy on the use of tripods in temporary exhibition galleries?

PHYSICAL AND ELECTRONIC SYSTEMS

5.24 Do you have an electronic security alarm system in operation throughout the building?

Yes

No

If not throughout, specify which areas are not protected:

5.25 What types of detection equipment are in operation? (Mark all that are appropriate.)

Magnetic contacts

Microwave motion detectors

Photo electric beams

Passive infrared motion detectors

Ultrasonic motion detectors

Pressure mats on switches

Sonic sensors

Closed circuit television (CCTV)

Break glass sensors

Water detection devices

Other (specify: _____)

If yes to CCTV, how long are tapes archived?

5.26 Is your security system certified by Underwriters Laboratories (UL)?

Yes

No

Are its components listed by UL?

Yes

No

5.27 Where does your detection system sound an alarm? (Mark all that are appropriate.)

Proprietary central station

Local audible alarms

Local police--direct line

(if ALL systems do not automatically register at the police station, indicate which ones do not: _____)

UL/FM central station (specify company: _____)

Other (specify: _____)

5.28 Do exterior doors open directly into the temporary exhibition galleries?

Yes

No

If yes, indicate locking/alarm mechanism:

- 5.29** Are there windows in the temporary exhibition galleries? Yes No
If yes, what type of physical security (e.g., bars, gates, mesh) protects them?
- 5.30** Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed? Yes No
If no, explain:
- 5.31** How are your security systems tested?
How often, and by whom?
- 5.32** Are tests conducted to determine the adequacy and promptness of human response to alarm signals? Yes No
If yes, how frequently?
If no, explain:
- 5.33** Are records kept of all alarm signals received, including time, date, location, action taken and cause of alarm? Yes No
Who is responsible for keeping these records?
- 5.34** What is your procedure when an alarm sounds?
- 5.35** How are fragile, small or extremely valuable loan objects protected? (Mark all that are appropriate.)
 Acrylic vitrines
 Glass vitrines
 Wall/permanent cases
 Free-standing cases (specify construction: _____)
 Locked cases
 Cases secured with exposed screws
 Cases secured with covered screws
 Cases secured with security screws
 Cases with sealed seams
 Alarmed cases (specify type: _____)
 Other (specify: _____)
 If none of the above, are you willing to borrow or construct secure cases? Yes No
- 5.36** How are small, wall-mounted loan objects affixed to the wall to deter theft (e.g., security plates, etc.)?
- 5.37** What hardware is used to hang large, framed loan objects?
- 5.38** Can framed loan objects be individually alarmed, if required? Yes No

5.39 Indicate methods used to deter public access to large exposed loan objects:

.....
6. Handling and Packing

6.1 Do you have staff available for loading and unloading of crated loan objects at shipping/receiving area? Yes No

If yes, how many?

If no, explain:

6.2 Do you have staff specially trained to pack and unpack loan objects? Yes No

If yes, how many?

Supervised by whom?

What type of training is provided?

If no, indicate who does this work:

Do volunteers or interns handle loan objects? Yes No

If yes, how are they trained and who supervises their work?

6.3 Are written, incoming and outgoing condition reports made on all loan objects? Yes No

If yes, by whom?

If no, explain:

6.4 Is matting and framing carried out by your staff? Yes No

If no, indicate by whom:

6.5 Can you build, or have built, vitrines, cases, mounts, etc. with special requirements upon request? Yes No

6.6 For the movement of loan objects, which companies (either air or ground) have given consistently good and conscientious service to your institution?

Company name	Contact individual	Telephone number

6.7 If you employ a customs broker, provide name and contact information:

Name: _____

Telephone number: _____

Fax number: _____

.....
7. Insurance

7.1 Which company/agency provides fine arts/collections insurance for your institution?

Broker/Agent name: _____

Address: _____

Telephone number: _____

Fax number: _____

Website: _____

7.2 How long have you carried insurance with this company/agency?

7.3 What coverage does your policy for loan objects provide? (Mark all that apply.)

- All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions
- Coverage against burglary and theft
- Coverage against fire
- Coverage against rising water and water damage
- Coverage against natural disasters (i.e., earthquake)
- Coverage against mysterious disappearance
- Coverage against employee dishonesty

7.4 What are the applicable, nonstandard exclusions of your policy affecting loan objects?

7.5 What are the deductible limits of coverage for loan objects?

7.6 Have there been any individual damages or losses to permanent, loaned or borrowed collections incurred within the last three years (whether or not a claim was filed)? Yes No

If yes, state the date of damage or loss, circumstances and cause (including incidents due to vandalism or unruly behavior), extent of the damage or loss, and whether there was litigation or subrogation to determine blame or negligence:

What precautions have been undertaken to prevent any further incidents?

7.7 If your institution is self-insured, attach a copy of the Self Insurance Statute or provide a verification statement from your institution in the space provided below:

.....

8. Loan History

8.1 List institutions/collections you have borrowed from within the past 3 years:

Name of institution	Object type	Year

8.2 List several temporary exhibitions you have hosted within the past 3 years:

Exhibition title/organizing institution	Year

9. Additional Information and Comments

10. Supplemental Questionnaire

COMPLETE THE FOLLOWING IF YOUR BUILDING IS LOCATED IN AN EARTHQUAKE OR EARTH MOVEMENT PRONE ZONE.

Consult one of the seismic zone maps on either of the following websites to determine the number corresponding to the area in which your facility is located and indicate seismic zone:

http://www.earthquake.usgs.gov/research/hazmaps/products_data/images/nshm_uso2.gif

http://www.ivi-intl.com/art/IVI_Map_S-W.pdf

- 10.1** Is your building retrofitted in accordance with your State Building Code? Yes No
- 10.2** Have any earthquake mitigation/preventative techniques been implemented for your collection? Yes No
If yes, describe:
- Has your collection been professionally mitigated/assessed against earthquake damage? Yes No
If yes, provide name of company and date of inspection:
- Have recommendations been met? Yes No
- 10.3** Are framed works hung on more than one nail/hook? Yes No
- 10.4** Are framed works hung on weight rated hooks? Yes No
- 10.5** Are framed works covered with Plexiglas rather than glass (except for pastels, chalks and charcoals)? Yes No
- 10.6** Are shelves in display cases fastened in place? Yes No
- 10.7** Are sculptures secured to their bases? Yes No
- 10.8** Are bases secured to the floor? Yes No
- 10.9** Are decorative items on tables/shelves secured to the surface with adhesive or mounts? Yes No
- 10.10** Are decorative items in display cases secured to the surface? Yes No
- 10.11** Are tall, unstable objects secured to the wall or floor? Yes No
- 10.12** Are bookshelves secured to the wall? Yes No

COMPLETE THE FOLLOWING IF YOUR BUILDING IS LOCATED IN AN AREA SUBJECT TO OTHER NATURAL CATASTROPHES SUCH AS HURRICANES, TORNADOES OR SEVERE WINDSTORMS:

10.13 Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries? Yes No

If yes, what is the flood rating for your building?

Explain rating method:

If yes, what is the height of your temporary exhibition and loan storage floor elevation above the known high water level?

10.14 Is your building equipped with permanent working storm shutters? Yes No
If yes, what type(s) of shutters?

10.15 Is your building equipped with high-impact-resistant glass on all windows? Yes No

10.16 Are there straps to hold the roof to the rafters? Yes No

10.17 If the roof is tile, are clips in place? Yes No

10.18 Is there a back-up generator? Yes No

10.19 Is there an air conditioner, or are fans available to use in case of emergency? Yes No

10.20 Do you have a plan to move objects to a safe location in the event of a hurricane? Yes No

If yes, where is the location and what is the distance from your building?

If plan involves keeping objects within the building, describe safe location and type of protection plan in place:

10.21 Do you have a plan to address response to tornado or wind damage? Yes No

10.22 Do you have a list of emergency phone numbers? Yes No

10.23 Are all staff aware of your emergency plan? Yes No

COMPLETE THE FOLLOWING IF YOUR BUILDING IS LOCATED IN A DESIGNATED BRUSH OR WILDLIFE/URBAN INTERFACE ZONE:

10.24 How far is your building from the brush or forest area?

10.25 What precautions have been taken to minimize damage from brush or forest fire?

COMPLETE THE FOLLOWING IF YOU UTILIZE AN OFF-SITE LOAN PACKING/PREPARATION/STORAGE FACILITY (COMPLETION OF A SEPARATE GENERAL FACILITY REPORT FOR OFF-SITE FACILITY MAY ALSO BE REQUIRED):

10.26 Indicate the most appropriate description:

- Museum property
- Commercial space contracted as needed
- Rented commercial space
- Other (specify: _____)

10.27 Indicate distance from your institution:

10.28 Name of facility:

Address, city, state, zip code:

Phone/fax number:

10.29 Staff contact and title:

10.30 Number of years handling and storing fine art/collections at this location:

10.31 Number of employees:

10.32 Year built:

10.33 Construction type (frame/masonry/fire resistive):

10.34 Is the building free standing? Yes No

10.35 Distance from nearest police station:

10.36 Distance from nearest fire station:

10.37 Distance from nearest fire hydrant:

10.38 Is security system Central Stationed fire and burglar alarmed? Yes No

10.39 Is warehouse guarded? Yes No

If yes, indicate number of guards and frequency of inspections:

10.40 How are individual storage units protected from fire, water damage and theft?

10.41 Describe humidity and temperature control system:

10.42 How often is the environmental control system monitored?

10.43 Describe pest control system:

10.44 How are objects stored?

10.45 Are objects stored separately from those of other clients? Yes No

If yes, how:

10.46 Describe procedures used for clients to review and/or retrieve their works from storage:

10.47 Does your professional staff always supervise packing/unpacking? Yes No

If no, explain:

10.48 What is the mode of transportation between the facility and your building?

Once Supplemental Questionnaire portions are answered, return to either 1.6 or 2.35 and continue with *General Facility Report*.

.....
11. Continuation Sheet

Additional space is provided below for any responses in the *General Facility Report* that require further explanation or more room than the spaces allotted. Cite the corresponding question number at the beginning of each response.

NOTE: This space should be used only if additional space is required; completion of this section is NOT required if spaces allotted for your replies were sufficient.

.....

12. Verification and Responsibility

The undersigned is a legally authorized agent for the subject institution and verifies completion of this report. The information indicated provides a complete and valid representation of the facility, security systems and care provided to loan objects.

By checking this box, I agree to the above terms.

Signature: (if completed by hand)

Printed name:

Title:

Date:

If date of completion is more than three years old, you may be asked to review and update all the information contained in this report.