General Facility Report

(Formerly the Standard Facility Report)

Registrars Committee

of the American Association of Museums

Adopted 1988 ● Revised 1998 and 2008

CONFIDENTIAL

American Alliance of Museums

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The AAM Press

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Preface

On behalf of the Executive Board of the Registrars Committee of the American Association of Museums, we are very pleased to present the third edition of the *Standard Facility Report*, now called the *General Facility Report.*

Most museums in the United States own or care for cultural and natural heritage collections that they hold in trust for the public. Stewardship of these collections is at the core of these museums' missions. It is the reason they exist and the way in which they serve society. Museums constantly strive to strike a balance between protecting collections and preserving them for future generations, while making them accessible to the public and scholars. Most museums can display only a very small fraction of their collections at any one time—frequently less than 10 percent. One way to make collections accessible to a broader audience is to loan them to other museums. This should be a carefully considered decision, since shipping objects is inherently risky. In fact, collections are at their greatest risk when they are traveling between destinations. Another potential risk is whether the borrowing institution can provide the appropriate care for these objects. Staff need detailed information to make good decisions about when and whether to loan collections and to whom, and insurers need information about the degree of risk posed by the loan request. Thus, the need for a detailed, comprehensive and up-to-date *General Facility Report.*

This report constitutes a generally accepted format in which to provide crucial information on museum facilities. The information enables other institutions to determine whether the museum completing the report meets generally accepted museum standards, as well as whether it satisfies the institution's own criteria for entering into a lending relationship.

The *General Facility Report* gathers information that museum staff need to manage the risks of collection loans. It is amazingly comprehensive, as it has to be to address this complex process. It covers environmental controls (temperature, humidity, light); handling and packing; geography (Is the museum in an earthquake zone? A flood zone?); physical layout (Are the loading door and elevators big enough for the crates? Is there a clear path to the exhibit hall?); security; pest control; fire suppression and more. This report, designed with input from your colleagues—professional staff from a broad cross-section of the field—presents this information in a consistent format. It makes it much easier for museum staff to provide this information (avoiding the burden of multiple forms designed by each potential lender), and to analyze the information provided by potential borrowers.

The most obvious change to the new report is the title, which was made to counter the perception that the report documents museum facility standards rather than a detailed assessment of your facility. While the formatting of questions and explanations has not changed, the material has been carefully reviewed and updated to ensure the report's relevance for 2008 and beyond. For instance, a supplemental questionnaire on disasters has been added toward the end of the document and includes questions about off-site and below-grade storage and emergency response plans.

The vast network of lending and borrowing between museums and other cultural institutions runs primarily on trust. In a large and complex institution it can be challenging to compile accurate answers, even with the best intentions. Make sure that in completing the report you involve all the people in your institution who have the expertise needed to provide the requested information. And if your institution is comprised of multiple facilities, with separate floorplans, climate control systems or security procedures, you might find it easier to complete a separate report for each building displaying borrowed objects.

We wish to thank the task force and colleagues (listed in Section 13) who helped revise the *General Facility Report*. For more information about the Registrars Committee of the American Association of Museums, visit our website at: www.rcaam.org.

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Contact person	
Title	
Mailing address	
Street address	
Shipping address	
Telephone number	
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 the 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 the appropriate seismic zone map located at http://www.disastercenter.com/build/seismic.htm and indicate your seismic zone:

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 or urban interface zone? ☐ 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 CELL	E-MAIL	EMPLOYMENT STATUS
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 – Non-Combustible	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? If yes, explain:

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 there 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: 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: depth: 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 on-premises, is the area:

- ☐ locked
- ☐ temperature-controlled
- ☐ humidity-controlled
- ☐ pest-controlled

If 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 heating and cooling system? ☐ Yes ☐ No

If yes, how long can it operate?

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 repairs 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 (# 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 ☐ Incandescent ☐ UV filtered

☐ Fiber optic ☐ Other *(specify:)*

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 4.3 and 4.13 and 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? ☐ Radio-equipped?
☐ Pager-equipped? ☐ Phone-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? ☐ Yes ☐ No

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 (paid and volunteer) and special guests wear identifying badges when in private (non-public) 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 tis 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
- ☐ Photo electric beams
- ☐ Ultrasonic motion detectors
- ☐ Sonic sensors
- ☐ Break glass sensors
- ☐ Other *(specify):*
- ☐ Microwave motion detectors
- ☐ Passive infrared motion detectors
- ☐ Pressure mats on switches
- ☐ Closed circuit television (CCTV)
- ☐ Water detection devices

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 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 objects affixed to the wall to deter theft? (e.g., security plates, etc.)

5.37 What hardware is used to hang large, framed loan works?

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 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 When do staff use gloves for handling objects?

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

If no, indicate by whom:

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

6.7 Does your institution have a van or truck appropriate for transporting loan objects? ☐ Yes ☐ No

If yes, provide dimensions of:

Door (H W)

Interior L W)

Is the vehicle (“x” all appropriate):

- ☐ Air-ride
- ☐ Climate-controlled
- ☐ Equipped with an alarm system
- ☐ Equipped with movable straps
- ☐ Equipped with a lift gate

6.8 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

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

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, non-standard 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 (attach an additional sheet if necessary):

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 the seismic zone map on the following link to determine the number corresponding to the area in which your facility is located and indicate the seismic zone:

http://www.disastercenter.com/build/seismic.htm

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 that 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 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. 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.

12. Glossary

Accredited: Status earned by a museum that successfully participates in the American Association of Museum's (AMM) accreditation program, AAM's primary vehicle for quality assurance and public accountability of museums. Accreditation includes voluntary sell-study, peer review and evaluation.

Air-ride: Suspension system of a truck or trailer that uses air bags rather than metal springs. This cushion of air absorbs road shocks and provides a smoother ride.

Annunciator: Equipment that indicates the zone or area of a building from which an alarm has been initiated or the location of an alarm-initiating device and the operational condition of the alarm circuits of the system.

Audible device: Alarm system components such as bells, horns, chimes, speakers or similar devices that indicate the existence of an emergency condition.

Background check: An additional, initial and/or recurring personnel record examination.

Backup system: Emergency power source to support building systems in the event of a power failure.

Building type: Type of construction determined by the building materials used and the fire resistance of the parts of the building. Combustible types of building construction include **ordinary, heavy timber and wood frame. Fire resistive** building construction refers to properties or designs that resist the effects of any fire to which a material or structure may expect to be subjected. **Noncombustible** building type refers to a material that, in the form in which it is used and under the conditions anticipated, does not ignite, burn, support combustion or release flammable vapors when subjected to fire or heat.

Calibration: Method of checking and correcting the accuracy of a measuring instrument against a recognized standard.

Central station: Facility whose function is to constantly monitor and record any indication of fire, supervisory or other trouble signals from the premises. When a signal is received, the station will take such action as is required, such as notifying the fire and/or police department.

Checklist check: Inspection of exhibit areas for: conservation, pest and maintenance problems; fire or safety hazards; routine trial and maintenance of security devices; and general appearance and upkeep of the exhibit areas.

Clean agent: Fire suppression system that utilizes a pressurized, gaseous fire extinguishant that is electrically nonconductive and does not leave a residue upon evaporation, thereby causing no damage to protected objects.

Closed-circuit TV: Use of video surveillance cameras to transmit signals to a specific, limited set of monitors.

Condition report: Written report that describes the physical state of an object. May include photographs, sketches or diagrams.

Control panel: Local annunciation of fire or security detection set into a panel that is in exhibit or office areas.

Customs broker: Licensed profession involving the clearing of goods through customs barriers for importers and exporters. Involves the preparation of documents, the calculation of taxes, duties, and excises, and communication between importer/exporter and governmental authorities.

Data logger: Electronic device that records environmental data over time, based on a digital processor or computer. Electronic data loggers have replaced chart recorders in many applications.

Designated brush or urban interface zone: Land that is covered with grass, grain brush or forest, which is so situated or is of such inaccessible location that a fire originating upon such land would present an abnormally difficult job of suppression or would result in great and unusual damage through fire or resulting erosion.

Direct line: Dedicated telephone line that sends a signal to a constantly staffed remote fire or police station.

Disaster recovery plan: Written procedure to help mitigate further losses and addresses three phases of recovery: discovery and review of the damage, assessment and recording of the destruction, and recovery and repair of the damages.

Dock leveler/lift: Hydraulic leveling platform that allows crates to be moved between the truck and onto the loading dock area.

Dry pipe sprinklers: Fire suppression system that employs automatic sprinklers attached to pipes that contain air under pressure. When a sprinkler operates,

the air pressure is reduced, thus opening the dry pipe valve and allowing water to flow through any opened sprinklers.

Dust filter: Individual filter (often made of fiber) that collects particulate matter and grit.

Electronic security alarm system: Consists of a sensor that detects a disturbance and starts a message, the communications system that sends the message and the annunciator that delivers the report to the responsible authority.

Emergency response plan: Plan that states the course of action to follow during emergencies including response action steps, salvage information and guidelines to lead the emergency team.

Environmental control system: System that regulates and adjusts temperature, relative humidity and pollution levels in a particular environment.

Exhibition gallery: Room or area specifically designed for installing exhibitions for public access.

Exterior perimeter check: Regular, professional security check of gates, fences, walls, outside doors and other building openings, locks and alarms.

Extermination: Elimination of the presence or infestation of undesirable organisms in a specified area.

Fiber optic lighting: Glass or plastic internally reflecting fibers grouped into bundles that are assembled into a fiber optic harness attached to an auxiliary light source.

Fire alarm system: Combination of approved compatible devices with the necessary electrical interconnection and energy to produce an alarm signal in the event of a fire or system activation and to initiate appropriate response to that signal.

Fire detection system: System of early warning devices that responds to fire in various stages of development; commonly smoke detectors, heat detectors and flame detectors.

Fire door: Fire-resistive door adapted to prevent the spread of fire and heat to pass from room to room. Includes a heat-activated, self-closing mechanism that allows the door to close in the event of fire.

Fire extinguisher: Portable device containing water, water mixture, powder, carbon dioxide or other gas that can be sprayed on a fire to put it out. Portable extinguishers, effective on small fires, weigh from 2 to 20 pounds and extinguish for an average of 30 seconds.

Fire rating: Duration for which a passive fire protection system can withstand a standard fire resistance or endurance test. This can be quantified simply as a measure of time, or it may entail a host of other criteria involving other evidence of functionality or fitness for purpose. Rating classification is provided by institution's local fire department or municipal building department.

Fire resistive building material (Type I): Ability of a material or assembly of materials to inhibit the pass-through of heat or fire. Exterior and interior structural frames of fire-protected or fire-resistive steel, iron or concrete. Openings in exterior walls protected by Class "E" or "F" fire doors or windows. Type I and II construction utilizes noncombustible materials for the building elements. (See *2006 International Building Code* [New York: McGraw Hill, © 2007]**,** ch. 6, "Types of Construction," pp. 85–88, available at most book retailers).

Fire resistive rating: Time that material or construction will withstand the standard fire exposure as determined by a fire test made in conformity with the standard methods of fire tests of buildings, construction and materials in the building code.

Fire suppression system: System of devices and equipment that automatically detects a fire and discharges an approved fire extinguishing agent onto or in the area of the fire. A sprinkler or other fixed pipe system contains water, carbon dioxide gas or a dry chemical powder under pressure. A halon system utilizes pressurized halogen gas released from nearby storage bottles.

Flame resistive (paint or fabric): Chemical process in which a substance is treated with a coated backing to prevent flames and increase its thermal resistant properties.

Fluorescent lighting: Lighting in which electric current is passed through gases in a glass tube causing them to reduce illumination. Fluorescent lights have a higher ultraviolet content than incandescent lights and may, therefore, need UV filters.

Foot-candle: Unit for measuring illumination equal to the amount of light produced by a candle one loot away reaching one square foot of surface. One footcandle equals about 11 lux.

Fumigation: Exposing fumes to disinfect or kill insects, fungi, vermin, germs, rodents or other pests in a target area or item.

Halon: Halogenated methane gas that extinguishes fire by preventing the chemical reaction of fuel and oxygen.

Heavy timber building material (Type IV): Stress-graded lumber with either sawn or glued laminated timbers. Generally recognized to provide superior fire resistance but cannot inhibit the pass-through of heat or fire. Structural frame of fire-protected steel or iron, concrete, masonry or heavy timbers; or using bearing walls; exterior walls of fire-resistive construction; inner court walls of incombustible materials or protected solid wood; roof construction of wood or incombustible materials; floors and non-bearing partitions of wood or incombustible materials; no concealed or inaccessible spaces in combustible framing. (See *2006 International Building Code,* pp. 85–88.)

Humidity control equipment: Equipment that responds to and controls variations in relative humidity in an enclosed space.

Hydraulic: Movement and force of liquid or the pressure created when a liquid is forced through an aperture or tube.

Hygrometer: Instrument that reads relative humidity at a known temperature.

Hygrothermograph: Instrument that measures and records temperature and relative humidity over a period of time.

Incandescent lighting: Light produced by a filament conducting material contained in a vacuum and heated to incandescence by an electrical current. The most common example of incandescent lighting is the household light bulb where a tungsten filament is used. Variations in design include the use of iodine or halogen vapor (with a quartz container instead of glass) to increase efficiency.

Indemnity: Protection against loss or damage. In the United States the Arts and Artifacts Indemnity Act is administered by the Federal Council on the Arts and Humanities. Under the program, the U.S. government guarantees to pay loss or damage claims, subject to certain limitations, arising out of exhibitions that have been previously certified for indemnity coverage.

Infestation: Harmful or bothersome presence of large numbers of pests.

Light meter: Instrument used to measure the amount of visible light falling on an exhibit or object.

Load capacity: Floor load design requirements, usually expressed in number of pounds per square foot.

Lux: Unit of illumination emittance used to measure the intensity of light.

Manual pull station: Operated electrical mechanism that permits any person to initiate an alarm through an alarm control unit or signaling device.

Microorganism: Microscopic animal or vegetable organism such as mold or mildew.

Noncombustible building material (Type II): Material incapable of igniting and burning. Structural framework of steel, iron, masonry, or concrete; exterior walls of reinforced concrete or (Heavy Timber) wood using fire-resistive materials; partitions, floors and roof framing of woods. Type land II construction utilizes noncombustible materials for the building elements. (See *2006 International Building Code,* pp. 85–88.)

Ordinary building material (Type III): Interior load-bearing masonry construction, concrete walls or structural frame of steel, reinforced concrete or wood; exterior walls of fire- resistive materials; partitions, floors and roof framing of woods. Type Ill construction is that type of construction in which the exterior walls are of noncombustible materials and the interior building elements are of any material permitted by this code, (See *2006 International Building Code,* pp. 85–88.)

Physical security: Barriers to entry such as stanchions, platforms, etc.

Plexiglas: Trade name for Polymethyl methacrylate (PMMA), this material is often used as an alternative to glass because it has a higher impact strength and does not shatter but instead breaks into large, dull pieces.

Portable heating appliance: Appliance designed for environmental heating that may have a self-contained fuel supply and is not secured or attached to the building by any means other than by a factory-installed power-supply cord.

Pre-action sprinkler: System that employs automatic sprinklers attached to a piping system containing air that might or might not be under pressure, with a supplemental fire detection system in the same area as the sprinklers.

Psychrometer: Wet-and-dry bulb hygrometer, or psychrometer, is a simple and precise instrument for the measurement of relative humidity. Psychrometers are generally used for calibration, spot reading and daily recordings.

Receiving area: Location designed for the designated for the short- term safekeeping of objects placed on temporary loan with the museum for purposes of exhibition.

Relative humidity: Ratio (expressed as a percentage) of the amount of water vapor in a specific amount of air compared to how much water vapor that same amount of air can hold at the same temperature and pressure. Because relative humidity is dependent upon temperature, these two factors should be considered together.

Seismic zone: Large geographic area assigned numerical ratings of maximum horizontal acceleration from earthquakes based on seismic data to date. The United States Geological Survey Office publishes maps that show soil type and ground movement expectations for various areas.

Self-activated heat detection: Device that uses heat-responsive mechanisms to detect heat on a ceiling surface.

Self-activated smoke detection: Device that detects small smoke particles present in early stage of fire.

Self-insurance statute: Formal, published risk management method whereby an eligible risk is retained but a calculated amount of money is set aside to compensate for potential future loss.

Smoke-sealed door: Edges of fire door adapted to prevent the spread from room to room of smoke produced by fire.

State building codes: Minimum legal requirements established or adopted by a government such as a municipality. Building codes are established by ordinance, and govern the design and construction of buildings.

Temporary exhibition storage: Area designated for the short-term safekeeping of objects placed on temporary loan with the museum for purposes of exhibition.

Town class number: Also known as public protection classification: A classification from 1 (the best) to 10 (none) that rates a community's ability to fight fires. Rating is done by the Insurance Services Office, Inc. (ISO), an independent statistical rating and advisory organization serving the property and casualty industry. For details, or to locate your community's classification, contact ISO at 800-888-476 or at http://www.iso.com.

Ultraviolet (UV) rays: Radiation from the band of the electromagnetic spectrum that lies between visible light and X-rays. This form of radiation is most damaging to museum materials.

Underwriters Laboratories (UL): Not-for-profit safety testing and certification organization that evaluates products in the interest of public safety. UL maintains periodic inspections of the products, materials, equipment and services that have met identified standards or have been tested and found suitable for a specific purpose.

Uniform Building Code: Most widely adopted model building code in the United States, the Uniform Building Code meets the needs of government agencies charged with the enforcement of building regulations.

UV Fitter: Material that controls the amount of ultraviolet radiation allowed to enter an enclosed space.

UV Meter: Instrument that measures the amount of ultraviolet radiation in ambient or direct light.

Variation percentage: To calculate the variation percentage, temperature and relative humidity (RH) must be systematically recorded. Record the amount of drift in temperature and RH over a 24-hour period and from that, figure the variation percentage. Here's an example.
The temperature in the gallery at:
7 a.m. is: 70 degrees
4p.m. is: 75 degrees
12 midnight is: 72 degrees
The actual variation is 5 degrees. Percentage variations are usually measured against the starting number as the base, in this case 70. 5/70=8% Your base temperature would depend on the starting point you choose, but should encompass a 24-hour period.

Vitrine: Closed piece of exhibit furniture, typically consisting of a base or pedestal with a clear enclosure for displaying objects.

Wall-to-wall: Insurance coverage that extends protection from an object's normal repository (where the shipment originates) until it is returned to the same location.

Water flow switch: Activation of the fire detection system powers the water flow switch that opens (and also closes in on-off systems) a valve permitting water to flow into the sprinkler system piping. This system minimizes accidental discharge of water due to mechanical damage to sprinkler heads or piping.

Wet pipe sprinkler: Permanently piped automatic water sprinkler system under pressure that uses heat-activated sprinklers. When a fire occurs, the sprinklers exposed to high heat operate and discharge water individually to control or extinguish the fire.

Wood frame building material (Type V): Exterior and interior walls, partitions, floors, and roofs of wood, or of wood in combination with other materials. Type V construction utilizes any type of materials permitted by

this code. (See *2006 International Building Code,* pp. 85–88.)

13. Readers for the *General Facility Report*

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