General Facility Report

Collections Stewardship

of the American Alliance of Museums

Adopted 1988 ● Revised 1998, 2008, 2019

CONFIDENTIAL

American Alliance of Museums

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The AAM Press

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General Facility Report, 4th edition of the revised *Standard Facility Report*
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Preface

The leadership of the Collections Stewardship Professional Network of the American Alliance of Museums is excited to present the fourth edition of the General Facility Report (GFR).

Museums of varying sizes and disciplines use the GFR for the purposes of lending and borrowing works of art, artifacts, and specimens. Collections items frequently travel from institution to institution in order to be viewed and/or studied by a greater number of people. As custodians of these collections, museums have a duty to ensure their safety so that they can be enjoyed by future generations. By using the GFR, borrowing institutions are held to a higher standard that ensures collections are kept safe. All of this based on trust.

The contents of the 2019 edition of the GFR are not entirely new, but rather edited to meet the needs of today's museums and museum professionals. The committee built upon the existing document as much of the tremendous work of the 2008 committee is too valuable to simply start anew.

In this edition, the committee sought to make the form more streamlined by removing duplicate questions, combining sections, and changing the order of some of the questions. In addition, the language was made more accessible by museums and museum professionals and questions were rewritten for the sake of clarity. As a result, this committee created the first version of the "short form."

Other more subtle differences include the greater acknowledgment that museums and exhibiting institutions are not wholly independent entities. Many are part of a larger institution such as a college or university, a government agency, or even private companies. It is not just museums borrowing from other museums, but other organizations as well. For example, matters such as insurance and facilities are often handled by the parent organization, not just the borrowing institution. The 2020 edition of the GFR reflects this and hopes the questions help clarify this matter.

The GFR is intended to be used by large institutions, smaller local museums, and every type in between. By streamlining the form and clarifying the questions, we hope users will find this edition of the GFR much easier to complete.

This document is intended to be a living, breathing form and continued edits are expected as best practices are updated. By no means is this the final version of the GFR. We expect a future committee to carry on this work, and continue making this the standard tool by which museums ensure the safety of their collections when agreeing to loans.

A great debt of gratitude is extended to previous writers and readers of the 2008 edition. This committee wishes to especially acknowledge the work of Jeanne Miriam Benas, Christina Kelly Schwartz, Elizabeth E. Merritt, and Darlene Bialowski as well as the other members of the 2008 committee who were crucial for this edition to succeed.

Thank you to the 2019 committee for their work and commitment. In just a short time, they managed to edit an important document that will continue to be crucial for the museum world. Likewise, we thank the staff at the American Alliance of Museums for their guidance and support, particularly Dean Phelus who worked with CS-AAM to help bring diverse voices from multiple disciplines, museum sizes, and professions together to create the form you read here.

We also owe heartfelt thanks to all the registrars, collections specialists, traveling exhibition professionals, shipping and crating specialists, art handlers, insurance representatives, conservators, facilities staff, exhibition staff, museum directors, everyone who has raised a voice, asked a question, and used the GFR in previous years. Without your input, questions, and suggestions, this form could very easily remain stagnant. We endeavored to implement changes reflecting your feedback and hope it makes the business of lending collections more efficient.

Sebastián E. Encina
Chair, Collections Stewardship Professional Network of AAM
Collections Manager, Kelsey Museum of Archaeology, University of Michigan

Contents

Checklist of Attachments

When submitting a General Facility Report, include:

- ☐ Completed General Facility Report (long form)
  - Or -
- ☐ Completed General Facility Report (short form)*
  - And -
- ☐ Floorplans showing location of loan materials display and storage
- ☐ Climate readings (confer with lending institution for required readings)

*I/We attest that by checking the following boxes, I/we confirm the borrowing institution (Borrower) is not within an environmental disaster zone, and intends to keep loan materials within its own facility. Thus, I/we am/are submitting the short form of the General Facility Report:

- ☐ Borrower is NOT in an earthquake or earth movement zone
- ☐ Borrower is NOT in a flood zone
- ☐ Borrower is NOT in a hurricane zone
- ☐ Borrower is NOT in a tornado zone
- ☐ Borrower is NOT in a brush or urban interface zone
- ☐ Borrower will NOT use an external shipping/packing facility
- ☐ Borrower will NOT display or store in location besides own primary facility
- ☐ Borrower will NOT display outdoors and/or exposed to elements

If any of these are not marked, complete the long form.

Where will requested loan items go:

- ☐ Temporary exhibition gallery ☐ Permanent exhibition gallery
- ☐ Storage
- ☐ Other (specify):

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.)

Borrowing Institution Profile

Name of borrowing institution/loan venue	
Parent organization	
Contact person	
Title	
Mailing address	
Street address	
Shipping address	
City	
State/Province/Region	
Country	
Telephone number (include country code)	
Fax (include country code)	
E-mail (for contact person)	
Website	
Purpose of loan/ exhibition title	
Dates of exhibition	
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 will not be distributed in any format unless otherwise agreed to by all the parties.

INSTRUCTIONS FOR COMPLETING THE FACILITY REPORT:

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

- **Attach a floor plan of the building and any additions where loans will go (include digital images if they help support this report). Mark any important features. Such features can include, but are not limited to:**
  - 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
  - Windows
  - Exits and entrances

- **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.)

- **If institution is composed of multiple buildings, indicate the building where loan materials will go. Fill this form with information relating to that building. If loan will go into multiple buildings, please duplicate questions/pages relating to different buildings, and attach to completed form.**

- NOTE: Before filling in the form ensure "Highlight Existing Fields" is clicked above.

If any or all loan materials will travel to facilities or institutions other than the one named in this document, a separate General Facility Report must be completed for each venue, regardless of origin of request.

1. General Information

1.01 Is your institution currently accredited by the American Alliance of Museums? ☐ Yes ☐ No
If yes, date of most recent accreditation decision:

1.02 Is your institution partially or wholly incorporated in a parent institution? ☐ Yes ☐ No

If yes, please indicate the type:

☐ University/College
☐ Corporation
☐ Other (specify):
☐ Federal/Tribal/State/Local Public Entity

Name of parent institution:

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

☐ **Museum** ☐ **nonprofit or** ☐ **profit**

☐ Aquarium
☐ Arboretum/Botanical Garden
☐ Art
☐ Children/Youth
☐ General
☐ Historic House
☐ Other (specify):
☐ History
☐ Natural History/Anthropology
☐ Nature Center
☐ Science
☐ Zoo
☐ Tribal/Native Culture

☐ **University/College**

☐ Museum or Gallery
☐ Student Center/Union
☐ Department:
☐ Other (specify):
☐ Archive
☐ Library

☐ **Cultural Organization**

☐ Archive
☐ Religious Institution
☐ Fair Building/Exposition
☐ Other (specify):
☐ Library
☐ Civic/Exhibition Center
☐ Tribal/Native Culture

☐ **Government Institution**

☐ Agency
☐ Consulate
☐ Other (specify):
☐ Embassy
☐ Tribal Nation

☐ **Private For-Profit Institution**

☐ Business
☐ Gallery
☐ Other (specify):
☐ Archive

1.04 Is anyone on security or buildings/facilities staff OSHA certified? ☐ Yes ☐ No
If yes, please list person(s):
If yes, please list type of certification(s):

If yes, please list type of certification(s) - continued:

STAFF AND SUPPORT

1.05 Provide information on key staff members who will work with exhibitions, including work and fax numbers, email addresses, and mobile numbers for employees and one after-hours emergency contact number. Under employment status, indicate if employee is a full- or part-time staff member, a volunteer/docent, a contractor, or employed by university/government/parent institution. If employee is a contractor or employed by university/government/parent institution, provide the name of the contracting firm, organization, or department.

POSITION	NAME	TITLE	TELEPHONE FAX MOBILE	E-MAIL	EMPLOYMENT STATUS
Director (chief executive officer)			Work: Fax: Mobile:		
Security Supervisor			Work: Fax: Mobile:		
Registrar or Collections Manager I			Work: Fax: Mobile:		
Registrar or Collections Manager II			Work: Fax: Mobile:		
Exhibitions Manager			Work: Fax: Mobile:		
Art Handler or Preparator			Work: Fax: Mobile:		
Shipping/ Receiving Officer			Work: Fax: Mobile:		
Curator I	Specialty:		Work: Fax: Mobile:		
Curator II	Specialty:		Work: Fax: Mobile:		
Conservator I	Specialty:		Work: Fax: Mobile:		
Conservator II	Specialty:		Work: Fax: Mobile:		
After-hours emergency contact			Home: Mobile: Fax:		

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

2. Building Construction, Configuration and Maintenance

GENERAL

2.01 What year was the original building constructed?

What building materials were used?

2.02 Are there newer additions since the original construction? ☐ Yes ☐ No

What year was/were the addition/s constructed?

What building materials were used?

2.03 What type of fire resistant materials were used?

2.04 Is there carpeting in any space where loan items will be stored/exhibited? ☐ Yes ☐ No

2.05 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

2.06 How many floors does the building have?
If more than one floor, indicate mode of access between levels:
☐ Stairs ☐ Elevator ☐ Other (specify)

2.07 Will there be any anticipated or active construction of renovation projects during the loan period? ☐ Yes ☐ No

If yes, explain:

If yes, will work occur near exhibition area(s)? ☐ Yes ☐ No

Explain how potential fire, vibration, construction material, and/or environmental hazards will be mitigated:

2.08 Describe the type and location of public programming that take place in the building:

Do these activities take place in galleries? ☐ Yes ☐ No

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

If yes, explain:

2.09 Are eating and drinking ever permitted in:

Temporary exhibition galleries? ☐ Yes ☐ No

Exhibition storage? ☐ Yes ☐ No

Receiving area? ☐ Yes ☐ No

Exhibition preparation area? ☐ Yes ☐ No

Permanent/Exhibition galleries? ☐ Yes ☐ No

If yes, explain:

2.10 Regarding the museum's pest management program, are routine inspections performed for rodent, insect, vermin and microorganism? ☐ Yes ☐ No

If yes, describe means and frequency:

If no, explain:

2.11 Are routine extermination/fumigation procedures performed? ☐ Yes ☐ No

If yes, describe methods, products used, and frequency:

Describe action taken if and when an infestation occurs:

If no, explain:

EXHIBITION SPACE(S) (TEMPORARY OR PERMANENT)

2.12 Indicate the layout of exhibition space(s):
☐ One large room ☐ Series of small rooms ☐ Other (specify):

2.13 Provide the dimensions of the exhibition galleries in which loan objects will be displayed.

2.14 What is the weight load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?

2.15 Are any exhibition galleries located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.? ☐ Yes ☐ No

If yes, describe:

2.16 Are there any water fixtures or accessories, such as plumbing pipes, sinks, water fountains, etc., located *in* or *above* areas where loans will be processed/stored/displayed? ☐ Yes ☐ No

If yes, describe:

2.17 Are any permanent structures located in the areas where loans will be processed/stored/displayed (columns, sculptures, etc.) that would hinder the movement or safety of the loan objects? ☐ Yes ☐ No

If yes, describe:

2.18 Will loan objects be displayed on or near 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 these walls/partitions covered with a flame-resistant paint or fabric ☐ Yes ☐ No

2.19 Describe how the exhibition galleries where loans are displayed are managed during an exhibition with regard to routine light replacement, cleaning procedures, and equipment maintenance:

SHIPPING AND RECEIVING

2.20 What are normal receiving hours?

2.21 Can a delivery at times other than these hours be accommodated? ☐ Yes ☐ No

2.22 What is the maximum size vehicle the loading area will accommodate?

2.23 Are there other restrictions to the loading dock, such as tight turns, street parking, etc? (see next page)

☐ Yes ☐ No

2.24 Does the borrowing institution 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 the shipping/receiving door can accommodate?
height: width: depth:

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

2.27 Is shipping/receiving area: ☐ Sheltered ☐ Enclosed ☐ Neither

2.28 Is staff available for loading and unloading of crated loan objects at the shipping/receiving area? ☐ Yes ☐ No
If yes, how many?
If no, explain:

2.29 Is there 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:

2.30 Is there a freight elevator? ☐ Yes ☐ No
Elevator interior dimensions: depth: width: ceiling height
Elevator door dimensions: width: height:
Weight/Load capacity:
What is the last date the elevator(s) was (were) inspected, as displayed on the inspection certificate?

2.31 If there is no shipping/receiving door or a raised dock, how are shipments received? Describe loading area (and indicate on attached floor plan):

2.32 Does the 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 (check all appropriate):

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

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

Company Name	Contact Individual	Telephone Number

2.34 If museum employs a customs broker, provide name and contact information, including email address:

Handling and Packing

2.35 Where are objects unpacked/repacked/prepared 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
__Other (specify):

2.36 Is staff specially trained to pack and unpack loan objects? ☐ Yes ☐ No
If yes, how many?
Is there a supervisor?
What type of training is provided?
If no, indicate who does this work:

2.37 Do staff use gloves for handling objects? ☐ Yes ☐ No
If not, explain:

2.38 Do volunteers or interns handle loan objects? ☐ Yes ☐ No
If yes, how are they trained and who supervises their work?

2.39 How are loan objects moved between exhibition floors?

2.40 Are written incoming and outgoing condition reports made on all loan objects? ☐ Yes ☐ No
If yes, by whom?
If no, explain:

2.41 Do museum staff mat and frame art? ☐Yes ☐No
If no, indicate who does:

2.42 Can vitrines, cases, mounts, etc. with special requirements be built upon request? ☐ Yes ☐ No

STORAGE

2.43 Where are loan objects stored 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
__Other (specify):

2.44 Is there a secured, in-house storage area for loan objects? ☐ Yes ☐ No
Interior dimensions: length: width: ceiling height
Dimensions of door: height: width:

Is the in-house storage area for loan objects (check 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?

Is storage underground/basement area? ☐ Yes ☐ No
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?

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

2.46 Where are empty loan object crates stored (check all that are appropriate)?
☐ On-premises
Is area: ☐ locked ☐ temperature-controlled ☐ humidity-controlled ☐ pest-controlled

☐ Off-premises (specify type of facility):
Is area: ☐ locked ☐ temperature-controlled ☐ humidity-controlled ☐ pest-controlled

2.47 If crates are stored off-site, how are they transported back and forth?
☐ Art agent ☐ Museum vehicle
☐ Other (specify):

3. Environment

HEATING AND AIR CONDITIONING

3.01 Is the 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
Year installed:

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

If yes, describe and indicate how long can it operate?

3.02 Describe the type and location of the environmental control systems (check all that are appropriate):

Environmental control system	Permanent Exhibition Galleries	Temporary Exhibition Galleries	Exhibition Storage	Other (specify): _____
Central 24-hour temperature control system	☐	☐	☐	
Central 24-hour humidity control system	☐	☐	☐	
Central 24-hour filtered air system	☐	☐	☐	
Local air conditioner (room or window unit)	☐	☐	☐	
Local de-humidifier	☐	☐	☐	
Local humidifier	☐	☐	☐	
Simple heating (specify):	☐	☐	☐	
Other (specify):	☐	☐	☐	

3.03 Describe cooling system:

Cooling System	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In permanent exhibition galleries		
In storage		

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

Heating System	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In permanent exhibition galleries		
In storage		

3.05 Describe humidity control equipment:

Humidity control	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.06 Are additives (i.e. corrosion-inhibitors, water treatments) used in the humidification system?
☐ Yes ☐ No

If yes, explain:

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

If yes, what kind and where?

3.07 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)

☐ University/government/parent institution staff (indicate department or contact person)

Indicate name:

3.08 How often are the environmental systems monitored and serviced?

3.09 Can temperature and relative humidity levels be adjusted to meet the needs of different types of objects? For example, conditioned casework. ☐ Yes ☐ No
If yes, how?

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 (mark the most appropriate):

	Permanent Exhibition Galleries	Temporary Exhibition Galleries	Exhibition and/or Loan Storage
Individually controlled			
Controlled as part of the entire building or with several other rooms			

3.12 Are temperature and relative humidity levels monitored and recorded on a regular basis in:

Permanent exhibition galleries? ☐ Yes ☐ No

Temporary exhibition galleries? ☐ Yes ☐ No

Temporary exhibition storage spaces? ☐ Yes ☐ No

Display cases containing environmentally sensitive material? ☐ Yes ☐ No

If yes, by what means: ☐ Hygrothermograph(s) ☐ Hygrometer(s)
☐ Electronic data logger(s) ☐ Other *(specify)*:

Indicate frequency:

How long are records kept?

3.13 How many of each of the following are available and how often are they calibrated?

Equipment	**Number available**	**Frequency of calibration**
Hygrothermographs		
Psychrometers		
Hygrometers		
Electronic data loggers		

3.14 What are the recorded temperature and relative humidity ranges in (fill areas where loans will go):

	Temporary Exhibition Galleries		Permanent Exhibition Galleries		Exhibition Storage	
Temperature and humidity	Temperature	% RH	Temperature	% RH	Temperature	% RH

Spring/Summer						
Fall/Winter						

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

	Temporary Exhibition Galleries		Permanent Exhibition Galleries		Exhibition Storage	
Temperature and humidity	Temperature	% RH	Temperature	% RH	Temperature	% RH
Spring/Summer						
Fall/Winter						

LIGHTING

3.16 What type of lighting is used in the exhibition galleries (check all that are appropriate)?

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

3.17 Is a visible light meter available? ☐ Yes ☐ No

If yes, what type:

Is a UV meter available? ☐ Yes ☐ No

If no to either, can one or both be purchased? ☐ Yes ☐ No

3.18 How low can light levels be adjusted (lux)?

3.19 Are display cases ever internally lit? ☐ Yes ☐ No

If yes, what type of lighting is used in the display cases (check all that are appropriate):

☐ Fluorescent ☐ Incandescent ☐ UV filtered
☐ Fiber optic ☐ LED ☐ Other (specify):

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

If yes, how:

3.21 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 4.03 and 4.13 and 4.16.

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

4.02 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:

4.03 Does the 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:

4.04 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:

4.05 How are the systems checked?
By whom?
How frequently?

4.06 How is the fire/smoke detection/alarm system activated (check all that are appropriate)?

System Activation	Temporary Exhibition Galleries	Exhibition Storage Areas	Permanent Exhibition Galleries
Self-activated heat detection			
Self-activated smoke detection			
Control panel			
Manual pull stations			
Water flow switches in sprinkler system			

4.07 Who does the fire alarm system alert (check all that are appropriate)?

☐ Proprietary central station (specify):

☐ Local audible alarms

☐ Local fire station - direct line (if ALL systems do not automatically register at the fire station, indicate which ones do not):

☐ University/government/parent institution central station (specify):

☐ UL/FM central station (specify company):

☐ Other (specify):

4.08 Indicate the type(s) of fire suppression system(s) in the following areas (check all that are appropriate):

Sprinklers	Loading Dock	Storage	Galleries	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.
Will loan objects be displayed in cases of this size or larger? ☐ Yes ☐ No

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

Gaseous fire suppression systems	Loading Dock	Storage	Galleries	Year Installed
Clean agent 1 (type) _____	☐	☐	☐	
Clean agent 2 (type) _____	☐	☐	☐	
Other (specify): _____	☐	☐	☐	

Fire hose cabinets per local fire code	Loading Dock	Storage	Galleries

Are fog nozzles installed? ☐ Yes ☐ No

How often are fire hoses and cabinets inspected and maintained?

Portable fire extinguishers (indicate number per area)	Loading Dock	Storage	Galleries

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other) and if they differ by area:

4.09 How often are portable fire extinguishers tested?

4.10 How often is 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 the facility? ☐ Yes ☐ No

If yes, in what areas and under what conditions?

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

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

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

Does the local fire department make sure nearest hydrants are working? ☐ Yes ☐ No

If yes, how often and by whom?

4.16 Is the 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 this facility and met with staff to plan a course of action should a fire occur at the facility? ☐ Yes ☐ No

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

If no, is the institution willing to devise a plan with the fire department? ☐ Yes ☐ No

4.17 Does the institution have an established fire emergency procedure? ☐ Yes ☐ No

If yes, how frequently are 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

5.01 Is there a 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 the institution be willing to hire additional guards, if required? ☐ Yes ☐ No

5.02 What type of security personnel does the facility utilize (check all that are appropriate)?

☐ Staff security employees (☐ with certified training)

☐ Other staff

☐ Contractors from an outside service company (Name of company:)

☐ Students

☐ Volunteers/docents

☐ University/government/parent institution security/police

☐ Other (specify):

5.03 Is there a trained security supervisor in charge at all times? ☐ Yes ☐ No

If no, explain:

5.04 Are security personnel specially trained for this facility? ☐ Yes ☐ No

If yes, briefly explain the extent and duration of their training:

If no, explain:

5.05 Are guards (check all that are appropriate):

☐ Armed? ☐ Radio-equipped?

☐ Pager-equipped? ☐ Phone-equipped?

☐ Other (specify):

5.06 Are background and credit checks on guards conducted prior to hiring? ☐ Yes ☐ No

Are background and credit checks on new employees performed? ☐ Yes ☐ No

Are background and credit checks on prospective employees performed? ☐ Yes ☐ No

5.07 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	☐	☐	☐	☐

5.08 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?

5.09 How often are temporary exhibition galleries checked when closed?

By whom?

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

5.10 How often are "checklist" checks made of the objects in temporary exhibitions?

Who is responsible for these checks?

5.11 Are loan objects in each temporary exhibition gallery recorded photographically? ☐ Yes ☐ No

5.12 Are records of internal movement and relocation of loan objects maintained? ☐ Yes ☐ No

5.13 Are security personnel stationed at all entrances and exits to the building during open hours? ☐ Yes ☐ No

If no, explain:

5.14 Describe security precautions taken in the shipping/receiving area:

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

Specify positions/titles:

How often are the locks changed?

Is there a key holder inventory? ☐ Yes ☐ No

If yes, how often is it updated?

5.18 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?

5.19 Is there a sign-in/sign-out procedure for after-hours staff? ☐ Yes ☐ No

5.20 Are exterior perimeter checks of the building carried out? ☐ Yes ☐ No

If yes, by whom and how frequently?

If no, explain:

5.21 Do staff (paid and volunteer) and special guests wear identifying badges when in private (non-public) areas of the building?

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 the building? ☐ Yes ☐ No

5.22 Does the institution have an emergency response plan? ☐ Yes ☐ No

How frequently is staff trained in its implementation?

Does the institution have a disaster recovery plan? ☐ Yes ☐ No

How frequently is staff trained in its implementation?

List the date of the last revision for each:

If there is no emergency response plan or disaster recovery plan, is the institution willing to devise one or both? ☐ Yes ☐ No

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

5.24 Are visitors permitted to photograph loan objects in temporary exhibition galleries? ☐ Yes ☐ No

If yes, under what circumstances?

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

PHYSICAL AND ELECTRONIC SYSTEMS

5.25 Is there an electronic security alarm system in operation throughout the building? ☐ Yes ☐ No

If not throughout, specify which areas are not protected:

5.26 What types of detection equipment are in operation (check all that are appropriate):

- ☐ Magnetic contacts
- ☐ Photo electric beams
- ☐ Ultrasonic motion detectors
- ☐ Sonic sensors
- ☐ Break glass sensors
- ☐ Microwave motion detectors
- ☐ Passive infrared motion detectors
- ☐ Pressure mats on switches
- ☐ Closed circuit television (CCTV)
- ☐ Water detection devices
- ☐ Other (specify):

If yes to CCTV, how long are recordings archived?

5.27 Is the security system certified by Underwriters Laboratories (UL)? ☐ Yes ☐ No

Are its components listed by UL? ☐ Yes ☐ No

5.28 Where does the detection system sound an alarm? (check all that are appropriate)

- ☐ Proprietary central station (specify):
- ☐ Local audible alarms
- ☐ Local police—direct line (if ALL systems do not automatically register at the police station, indicate which ones do not):
- ☐ University/government/parent institution central station (specify):

☐ UL/FM central station (specify company):
☐ Other (specify):

5.29 Do exterior doors open directly into the temporary exhibition galleries? ☐ Yes ☐ No
If yes, indicate locking mechanism:

5.30 Are there windows in the temporary exhibition galleries? ☐ Yes ☐ No
If yes, what type of physical security (e.g., bars, gates, mesh) protects them?

5.31 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:

5.32 How are the security systems tested?
How often, and by whom?

5.33 Are tests conducted to determine the adequacy and promptness of human response to alarm signals? ☐ Yes ☐ No
If yes, how frequently?
If no, explain:

5.34 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?

5.35 What is the procedure when an alarm sounds?

5.36 How are fragile, small, or extremely valuable loan objects protected (check 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, can a secure case be borrowed or constructed? ☐ Yes ☐ No

If case(s) is/are locked, please explain locking method, and where keys/unlocking mechanisms are kept:

5.37 How are small, wall-mounted objects affixed to the wall to deter theft? (e.g., security plates, etc.)

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

5.39 Can framed loan objects be individually alarmed, if required? ☐ Yes ☐ No

5.40 Indicate methods used to deter public access to large exposed objects:

6. Insurance

6.01 How are collections insured (check all that are appropriate)?

☐ Self-insure ☐ Fine Arts Insurance

☐ University/Government/Parent Institution ☐ Other (specify):

6.02a If self-insured, and/or insured by university/government/parent institution, please provide:

Department that manages insurance:

Contact person:

Address:

Telephone number:

E-Mail:

Fax number:

Website:

6.02b If coverage is through a fine arts insurance company (completely or in addition to self-insurance) please provide:

Company/agency:

Broker/Agent name:

Address:

Telephone number:

E-Mail:

Fax number:

Website:

How long has the institution carried insurance with this company/agency?

6.03 Mark all coverage for loan objects covered under the insurance policy:

☐ 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

☐ Coverage against acts of terrorism

6.04 What are the applicable, non-standard exclusions of the policy affecting loan objects?

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

6.06 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?

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

7. Loan History

7.01 List institutions/collections the museum has borrowed from within the past 3 years:

Name of lending institution	Object type(s)	Year

7.02 List several temporary exhibitions the museum has hosted within the past 3 years:

Exhibition title (organizing institution)	Year

8. Additional Information and Comments

Please use this section to elaborate on answers and to provide more information that will strengthen the loan request.

9. Supplemental Questionnaire

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

Consult the 2018 Long-term National Seismic Hazard Map (USA) to determine the institution's zone. Use '0' for lowest ihazard (white) and '6' for highest (dark red):

https://www.usgs.gov/natural-hazards/earthquake-hazards/hazards **(close-up of map available)**

9.01 Is the building retrofitted in accordance with your State Building Code? ☐ Yes ☐ No

9.02 Have any earthquake mitigation/preventative techniques been implemented for the collection? ☐ Yes ☐ No

If yes, describe:

Has the 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

9.03 Are framed works hung on more than one nail/hook? ☐ Yes ☐ No

9.04 Are framed works hung on weight rated hooks? ☐ Yes ☐ No

9.05 Are framed works covered with Plexiglas rather than glass (except for pastels, chalks, and charcoals?) ☐ Yes ☐ No

9.06 Are shelves in display cases fastened in place? ☐ Yes ☐ No

9.07 Are sculptures secured to their bases? ☐ Yes ☐ No

9.08 Are bases secured to the floor? ☐ Yes ☐ No

9.09 Are decorative items on tables/shelves secured to the surface with adhesive or mounts? ☐ Yes ☐ No

9.10 Are decorative items in display cases secured to the surface? ☐ Yes ☐ No

9.11 Are tall, unstable objects secured to the wall or floor? ☐ Yes ☐ No

9.12 Are bookshelves secured to the wall? ☐ Yes ☐ No

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

9.13 Is the 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?

9.14 Is the building equipped with permanent working storm shutters? ☐ Yes ☐ No

If yes, what type(s) of shutters?

9.15 Is the building equipped with high-impact-resistant glass on all windows? ☐ Yes ☐ No

9.16 Are there straps to hold the roof to the rafters? ☐ Yes ☐ No

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

9.18 Is there a back-up generator? ☐ Yes ☐ No

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

9.20a Is there a contingency 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 the building?

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

9.20b How often is plan updated? Who manages plan?

9.21a Is there a plan to address response to tornado or wind damage? ☐ Yes ☐ No

9.21b How often is plan updated? Who manages plan?

9.22a Is there a list of emergency phone numbers? ☐ Yes ☐ No

9.22b How often is list updated? Who manages list?

9.23 Are all staff aware of the emergency plan? ☐ Yes ☐ No

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

9.24 How far is the building from the brush or forest area?

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

COMPLETE THE FOLLOWING IF THE MUSEUM UTILIZES AN OFF-SITE LOAN PACKING/PREPARATION/STORAGE FACILITY (COMPLETION OF A SEPARATE GENERAL FACILITY REPORT FOR OFF-SITE FACILITY IS REQUIRED):

9.26 What is the most appropriate description of the space?

☐ Museum property ☐ Commercial space contracted as needed

☐ Rented commercial space ☐ University/government/parent institution space

☐ Other (specify):

9.27 What is the distance from the institution:

9.28 Name of facility:

Address, City, State, Zip Code:

Phone/Fax number:

9.29 Staff contact and title:

9.30 Number of years institution has handed and stored fine art/collections at this location:

9.31 Number of employees:

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

9.33 Is the building guarded? ☐ Yes ☐ No

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

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

9.35 Describe pest control system:

9.36 How are objects stored?

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

If yes, how:

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

9.39 Does the institution's professional staff always supervise packing/unpacking? ☐ Yes ☐ No

If no, explain:

9.40 What is the mode of transportation between the off-site facility and the building?

COMPLETE THE FOLLOWING IF LOAN MATERIAL WILL BE DISPLAYED OUTDOORS AND/OR EXPOSED TO ELEMENTS:

9.41 Where will loan materials be displayed:

☐ On museum premises ☐ Non-museum premises

☐ Other (specify):

9.42 What distance will artwork be displayed from main museum building?

9.43 What is the average temperature during the time period of loan (with range)?

9.44 Are there any natural risks during this, or any other, time (including rain, snow, earthquakes or earthmovement, flooding, etc.)? ☐ Yes ☐ No

If yes, please describe:

9.45 Is there protection from sunlight while art is outdoors? ☐ Yes ☐ No

If yes, please describe:

9.46a Is this outdoor area accessible during closed hours? ☐ Yes ☐ No

9.46b If yes to previous, please describe security for loan items:

9.47 What security is in place for outdoor spaces (roaming guards, cameras, etc.)?:

9.48a What is the policy on visitor interaction?

9.48b Is the museum willing to install stanchions or other physical barriers to prevent interaction? ☐ Yes ☐ No

9.49 What are standard landscaping procedures? Please list any machinery used, and how grounds are maintained around artwork:

9.50 What are standard cleaning and maintenance procedures for outdoor artwork?

10. 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: _____

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.

11. Glossary

Accredited: Status earned by a museum that successfully participates in the American Alliance of Museum's (AAM) 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.

LED: Light-emitting diode. An LED is an electronic device that emits light when an electrical current is passed through it.

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.)

12. General Facility Report Editing Committee

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