General Facility Report

(Formerly the Standard Facility Report)

Adopted 1988, revised 1998 and 2008
Registrars Committee, American Association of Museums

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

Cite the corresponding question number at the beginning of each response.
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Preface—Jeanne M. Benas, Christina K. Schwarz, and Elizabeth E. Merritt ............... v

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### Borrowing Institution Profile

<table>
<thead>
<tr>
<th>Name of borrowing institution/loan venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Mailing address</td>
</tr>
<tr>
<td>Street address</td>
</tr>
<tr>
<td>Shipping address</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Website</td>
</tr>
<tr>
<td>Purpose of loan/exhibition title</td>
</tr>
<tr>
<td>Dates at loan venue</td>
</tr>
</tbody>
</table>
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 pertains to proposed borrow dates are required.)

Are the readings attached?  ☐ Yes  ☐ No

Indicate the system of measurement used to report dimensions and weight capacities for your building:
☐ English measure (inches, feet, miles, pounds, etc.)
☐ International System of Units (IS) (centimeters, meters, kilometers, kilograms, etc.)
1. General Information

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

   If yes, date of most recent accreditation decision:

1.2 Check the type(s) that best describe your institution:
   ☐ Museum (nonprofit)
   ☐ Aquarium
   ☐ Arboretum/Botanical Garden
   ☐ Art
   ☐ Children/Youth
   ☐ General
   ☐ Historic House
   ☐ History
   ☐ Natural History/Anthropology
   ☐ Nature Center
   ☐ Science
   ☐ Zoo
   ☐ Other (specify: ________________)

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

   ☐ Cultural Organization
   ☐ Library
   ☐ Religious Institution
   ☐ Civic/Exhibition Center
   ☐ Fair Building
   ☐ Other (specify: ________________)

GEOGRAPHIC PROFILE

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

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

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

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

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

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

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

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

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

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

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.

<table>
<thead>
<tr>
<th>Date of completion</th>
<th>Loan item storage area</th>
<th>Loan item display area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addition 1</td>
<td></td>
<td></td>
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<tr>
<td>Addition 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addition 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Original Building</th>
<th>Adobe</th>
<th>Brick</th>
<th>Concrete</th>
<th>Glass</th>
<th>Safety Glass</th>
<th>Steel</th>
<th>Stone</th>
<th>Wood</th>
<th>Fabric/carpet</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior walls</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>Interior walls</td>
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<td>Ceilings</td>
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<tr>
<td>Structural supports</td>
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</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Addition(s)</th>
<th>Adobe</th>
<th>Brick</th>
<th>Concrete</th>
<th>Glass</th>
<th>Safety Glass</th>
<th>Steel</th>
<th>Stone</th>
<th>Wood</th>
<th>Fabric/carpet</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior walls</td>
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<tr>
<td>Interior walls</td>
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<tr>
<td>Floors</td>
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<td>Ceilings</td>
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<tr>
<td>Structural supports</td>
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</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Original Building</th>
<th>Type I Fire resistive</th>
<th>Type II Noncombustible</th>
<th>Type III Ordinary</th>
<th>Type IV Heavy timber</th>
<th>Type V Wood Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition 1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Addition 2</td>
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</tr>
<tr>
<td>Addition 3</td>
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</tr>
</tbody>
</table>

2.5 Are all building structures freestanding? ☐ Yes ☐ No

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

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

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

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

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

If yes, explain:

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

If yes, explain:

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

If yes, explain:

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

2.9 How many floors does your building have?

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

☐ Stairs  ☐ Elevator  ☐ Other (specify: __________)

TEMPORARY EXHIBITION SPACE(S)

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

☐ One large room  ☐ Series of small rooms  ☐ Other (specify: __________)
2.11 What is the square footage and running feet of exhibition galleries in which loan objects would be displayed?

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

2.13 Are any temporary exhibition galleries located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.? ☐ Yes ☐ No
   If yes, describe:

2.14 Are any water fixtures or accessories such as plumbing pipes, sinks, water fountains, etc., located in or above temporary storage or exhibition galleries? ☐ Yes ☐ No
   If yes, describe:

2.15 Are any permanent structures located in the temporary exhibition galleries (columns, sculptures, etc.)? ☐ Yes ☐ No
   If yes, describe:

2.16 Do you have a modular wall partition/panel system? ☐ Yes ☐ No
   If yes, means of support: ☐ Supported at floor and ceiling ☐ Supported at floor only
   Describe the materials used in construction:
   Are they covered with a flame-resistant paint or fabric? ☐ Yes ☐ No

2.17 Are eating and drinking ever permitted in:
   Temporary exhibition galleries? ☐ Yes ☐ No
   Temporary exhibition storage? ☐ Yes ☐ No
   Receiving area? ☐ Yes ☐ No
   Temporary exhibition preparation area? ☐ Yes ☐ No
   If yes, explain:

2.18 Do you make routine inspections for rodent, insect and microorganism problems? ☐ Yes ☐ No
   If yes, describe means and frequency:
   If no, explain:

2.19 Do you undertake routine extermination/fumigation procedures? ☐ Yes ☐ No
   If yes, describe methods, products used and frequency:
   Describe action you would take if and when an infestation occurs:
   If no, explain:
2.20 Describe how the temporary exhibition galleries are managed during an exhibition with regard to routine lamp replacement, cleaning procedures and equipment maintenance:

**SHIPPING AND RECEIVING**

2.21 What are your normal receiving hours?

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

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

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

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

2.25 What is the maximum size crate your shipping/receiving door can accommodate?

(height: _______ width: _______ depth: _______)

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

If no, explain:

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

2.28 Is your shipping/receiving area: ☐ Sheltered ☐ Enclosed ☐ Neither

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

2.30 Do you have a secure shipping/receiving area separate from the general loading area? ☐ Yes ☐ No

If yes, list dimensions: length: _______ width: _______ ceiling height: _______

If yes, is this area used only for exhibition objects? ☐ Yes ☐ No

If no, describe other uses:
2.31 How is access to the shipping/receiving area controlled?

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

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

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

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

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

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

2.35 Do you have a freight elevator?

☐ Yes ☐ No

Interior dimensions: length: ______ width: ______ ceiling height: ______

Weight/Load capacity: __________

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

2.36 How are loan objects moved between exhibition floors?

STORAGE

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

Interior dimensions: length: ______ width: ______ ceiling height: ______

Dimensions of door: height: ______ width: ______

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

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

Who has access/keys?

How is access controlled?
Complete if you utilize basement or below ground storage for loan objects:

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

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

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

If no, explain:

2.39 Where do you store empty loan object crates? (Mark all that are appropriate.)
☐ On-premises ☐ Off-premises
If stored on-premises, is the area: ☐ locked
☐ temperature-controlled
☐ humidity-controlled
☐ pest-controlled
If stored off-premises, is the area: ☐ locked
☐ temperature-controlled
☐ humidity-controlled
☐ pest-controlled

.........................

3. Environment

HEATING AND AIR CONDITIONING

3.1 Is your heating and cooling equipment in operation 24 hours a day, 7 days a week, including times when the building is closed to staff? ☐ Yes ☐ No
Is there a back-up system for your heating and cooling system? ☐ Yes ☐ No
If yes, how long can it operate?

If your system is not in continuous operation, explain:
3.2  Describe the type and location of your environmental control systems. (Mark all that are appropriate.)

<table>
<thead>
<tr>
<th>Environmental control system</th>
<th>Temporary exhibition storage</th>
<th>Temporary exhibition galleries</th>
<th>Throughout building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralized 24-hour temperature control system</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Centralized 24-hour humidity control system</td>
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<tr>
<td>Centralized 24-hour filtered air</td>
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<td></td>
<td></td>
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<tr>
<td>Simple air conditioning (window units)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simple heating</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.3  Describe cooling system:

<table>
<thead>
<tr>
<th>Cooling system</th>
<th>Type</th>
<th>Year installed or upgraded</th>
</tr>
</thead>
<tbody>
<tr>
<td>In temporary exhibition galleries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In temporary exhibition storage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Heating system</th>
<th>Type</th>
<th>Year installed or upgraded</th>
</tr>
</thead>
<tbody>
<tr>
<td>In temporary exhibition galleries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In temporary exhibition storage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.5  Describe humidity control equipment:

<table>
<thead>
<tr>
<th>Humidity control</th>
<th>Type</th>
<th>Year installed or upgraded</th>
</tr>
</thead>
<tbody>
<tr>
<td>In temporary exhibition galleries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In temporary exhibition storage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.6 Do you use any additives (i.e. corrosion-inhibitors, water treatments) in your humidification system?  
☐ Yes  ☐ No
If yes, explain:

Are portable cooling, heating or humidification devices used anywhere in your facility?  
☐ Yes  ☐ No
If yes, what kind and where?

3.7 Who monitors and services the environmental control systems?
Staff (indicate name and title):
Contracted maintenance company (indicate name of company):
Call for repair as needed (indicate name of company):

3.8 How often are the environmental systems monitored and serviced?

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

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

Describe and provide distance for all applicable:

3.11 What are the environmental conditions in temporary exhibition galleries? (Mark the most appropriate.)
☐ Individually controlled
☐ All controlled as part of the entire building or with several other rooms

3.12 What are the environmental conditions in temporary exhibition storage areas? (Mark the most appropriate.)
☐ Individually controlled
☐ All controlled as part of the entire building or with several other rooms

3.13 Are records of the variations in temperature and relative humidity kept?  
☐ Yes  ☐ No
If no, explain:

3.14 Do you monitor and record temperature and relative humidity levels on a regular basis in:
Temporary exhibition galleries?  
☐ Yes  ☐ No
Temporary exhibition storage spaces?  
☐ Yes  ☐ No
Display cases containing environmentally sensitive material?  
☐ Yes  ☐ No
If yes, by what means:  
☐ Recording hygrothermographs
☐ Electronic data loggers
☐ Other (specify: _____________)

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

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Number available</th>
<th>Frequency of calibration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording hygrothermographs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychrometers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hygrometers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic data loggers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Temperature and humidity</th>
<th>Temporary exhibition galleries</th>
<th>Temporary exhibition storage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Temperature</td>
<td>% RH</td>
</tr>
<tr>
<td>In spring/summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In fall/winter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Temperature and humidity</th>
<th>Temporary exhibition galleries</th>
<th>Temporary exhibition storage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Temperature</td>
<td>% RH</td>
</tr>
<tr>
<td>In spring/summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In fall/winter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

3.19 Do you have a visible light meter?
- [ ] Yes
- [ ] No

If yes, what type:
Do you have a UV meter? ☐ Yes ☐ No
If no to either, are you willing to purchase one or both? ☐ Yes ☐ No

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

3.21 Are display cases ever internally lit? ☐ Yes ☐ No
If yes, what type of lighting is used in the display cases? (Mark all that are appropriate.)
☐ Fluorescent ☐ UV filtered
☐ Fiber optic ☐ Other (specify: __________________ )
☐ Incandescent

3.22 Are loan objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights? ☐ Yes ☐ No
If yes, how:

3.23 Are display cases ever sealed, or do they have dust filters in place? ☐ Yes ☐ No
If yes, explain:

..............................................................

4. Fire Protection

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

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

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system? ☐ Yes ☐ No
If yes, indicate type (ion detectors, etc.):

If no, describe areas not protected:

4.3 Do your fire detection/alarm systems employ components listed by Underwriters Laboratories (UL)? ☐ Yes ☐ No
If yes, are the systems installed according to UL standards? ☐ Yes ☐ No
If no, explain:

4.4 Are all emergency exit doors equipped with alarms? ☐ Yes ☐ No
If yes, indicate type:

Do doors automatically unlock when a fire alarm is activated? ☐ Yes ☐ No
If emergency exit doors are not equipped with alarms, describe security mechanism:
4.5 How are the systems checked?

By whom?
How frequently?

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

<table>
<thead>
<tr>
<th>System activation</th>
<th>Temporary exhibition galleries</th>
<th>Temporary exhibition Storage areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-activated heat detection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-activated smoke detection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual pull stations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water flow switches in sprinkler system</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Sprinklers</th>
<th>Received</th>
<th>Stored</th>
<th>Exhibited</th>
<th>Year Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wet pipe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry pipe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-action</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Received</th>
<th>Stored</th>
<th>Exhibited</th>
<th>Year Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean agent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fire hose cabinets per local fire code

<table>
<thead>
<tr>
<th></th>
<th>Received</th>
<th>Stored</th>
<th>Exhibited</th>
</tr>
</thead>
</table>

Are fog nozzles installed?  
How often are fire hoses and cabinets inspected and maintained?

Portable fire extinguishers

<table>
<thead>
<tr>
<th></th>
<th>Received</th>
<th>Stored</th>
<th>Exhibited</th>
</tr>
</thead>
</table>

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?  
      Yes  No
      Do you check with your local fire department to make sure nearest hydrants are working?  
      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)?  
      Yes  No
      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  
G U A R D S A N D A C C E S S  

5.1 Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)?  
Yes  No  
If yes, is there a staffed control center and does it have visual oversight of the entire facility?  
Yes  No  
If no, would you be willing to hire additional guards, if required?  
Yes  No  

5.2 What type of security personnel does your facility utilize? (Mark all that are appropriate.)  
Security employees of your facility with certified training  
Security employees of your facility  
Other staff  
Contractors from an outside service company (name of company: ____________)  
Students  
Volunteers/docents  
Other (specify: ____________)  

5.3 Do you have a trained security supervisor in charge at all times?  
Yes  No  
If no, explain:  

5.4 Are your security personnel specially trained for your facility?  
Yes  No  
If yes, briefly explain the extent and duration of their training:  

If no, explain:
5.5 Are your guards? (Mark all that are appropriate.)
- ☐ Armed
- ☐ Pager-equipped
- ☐ Phone-equipped
- ☐ Radio-equipped
- ☐ Other (specify: ____________ )

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

5.7 Indicate the number of security personnel normally on duty:

<table>
<thead>
<tr>
<th>Security personnel</th>
<th>Throughout building</th>
<th>In temporary exhibition galleries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stationary</td>
<td>Patrolling</td>
</tr>
<tr>
<td>During public hours (day/evening)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When closed to the public, but open to staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>During closed hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

How often are the locks changed?
Do you have a key holder inventory? ☐ Yes ☐ No
If yes, how often is it updated?

5.10 How often are temporary exhibition galleries checked when closed?
By whom?
How is the frequency of these checks ensured (e.g., checkpoint system, etc.)?

5.11 How often are “checklist” checks made of the objects in temporary exhibitions?
Who is responsible for these checks?
5.12 Do you make a photographic record of loan objects within each temporary exhibition gallery?  Yes  No
5.13 Do you maintain records on internal movement and relocation of loan objects?  Yes  No
5.14 Are security personnel stationed at all entrances and exits to the building during open hours?  Yes  No
If no, explain:

5.15 Indicate the positions/titles of those individuals authorized to sign for the removal of objects from the building:

5.16 Is every object entering or leaving the building signed in and out by security personnel?  Yes  No
If no, explain:

5.17 Are the contents of bags, briefcases, etc., checked upon entering and exiting?
Visitor contents:  Yes  No
Staff contents:  Yes  No
If no to either, explain:

   Is there a hand carry size restriction?  Yes  No
   If yes, what is it?

5.18 Do you have a sign-in/sign-out procedure for after-hours staff?  Yes  No
5.19 Are exterior perimeter checks of the building carried out?  Yes  No

   If yes, by whom and how frequently?
   If no, explain:

5.20 Do your staff and special guests wear identifying badges when in private (nonpublic) areas of your building?  Yes  No
Staff (paid)  Yes  No
Volunteer  Yes  No
Special guests  Yes  No
Are special guests escorted by paid staff (security or other) when in nonpublic areas of your building?  Yes  No

5.21 Do you have an emergency response plan?  Yes  No
How frequently is your staff trained in its implementation?

Do you have a disaster recovery plan?  Yes  No
How frequently is your staff trained in its implementation?
List the date of the last revision for each:
If you do not have an emergency response plan or disaster recovery plan are you willing to devise one or both?

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

5.23 Do you permit visitors to photograph loan objects in temporary exhibition galleries?  Yes  No
If yes, under what circumstances?
If yes, what is your policy on the use of tripods in temporary exhibition galleries?

PHYSICAL AND ELECTRONIC SYSTEMS

5.24 Do you have an electronic security alarm system in operation throughout the building?  Yes  No
If not throughout, specify which areas are not protected:

5.25 What types of detection equipment are in operation? (Mark all that are appropriate.)
- Magnetic contacts
- Microwave motion detectors
- Photo electric beams
- Passive infrared motion detectors
- Ultrasonic motion detectors
- Pressure mats on switches
- Sonic sensors
- Closed circuit television (CCTV)
- Break glass sensors
- Water detection devices
- Other (specify: ____________ )
If yes to CCTV, how long are tapes archived?

5.26 Is your security system certified by Underwriters Laboratories (UL)?  Yes  No
Are its components listed by UL?  Yes  No

5.27 Where does your detection system sound an alarm? (Mark all that are appropriate.)
- Proprietary central station
- Local audible alarms
- Local police--direct line
  (if ALL systems do not automatically register at the police station, indicate which ones do not: ____________ )
- UL/FM central station (specify company: ____________ )
- Other (specify: ____________ )

5.28 Do exterior doors open directly into the temporary exhibition galleries?  Yes  No
If yes, indicate locking/alarm mechanism:
5.29 Are there windows in the temporary exhibition galleries?  
   If yes, what type of physical security (e.g., bars, gates, mesh) protects them?  
   ☑ Yes  ☐ No

5.30 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts)  
   secured and alarmed?  
   If no, explain:  
   ☑ Yes  ☐ No

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?  
   If yes, how frequently?  
   If no, explain:  
   ☑ Yes  ☐ No

5.33 Are records kept of all alarm signals received, including time, date, location, action taken and  
   cause of alarm?  
   Who is responsible for keeping these records?  
   ☑ Yes  ☐ No

5.34 What is your procedure when an alarm sounds?

5.35 How are fragile, small or extremely valuable loan objects protected? (Mark all that are appropriate.)  
   ☐ Acrylic vitrines  
   ☐ Glass vitrines  
   ☐ Wall/permanent cases  
   ☐ Free-standing cases (specify construction: ____________)  
   ☐ Locked cases  
   ☐ Cases secured with exposed screws  
   ☐ Cases secured with covered screws  
   ☐ Cases secured with security screws  
   ☐ Cases with sealed seams  
   ☐ Alarmed cases (specify type: ____________)  
   ☐ Other (specify: ____________)  
   If none of the above, are you willing to borrow or construct secure cases?  
   ☑ Yes  ☐ No

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

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

5.38 Can framed loan objects be individually alarmed, if required?  
   ☑ Yes  ☐ No
6. Handling and Packing

6.1 Do you have staff available for loading and unloading of crated loan objects at shipping/receiving area?  
   If yes, how many?  
   If no, explain:

6.2 Do you have staff specially trained to pack and unpack loan objects?  
   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?  
   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?  
   If yes, by whom?  
   If no, explain:

6.4 Is matting and framing carried out by your staff?  
   If no, indicate by whom:

6.5 Can you build, or have built, vitrines, cases, mounts, etc. with special requirements upon request?  

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

<table>
<thead>
<tr>
<th>Company name</th>
<th>Contact individual</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.7 If you employ a customs broker, provide name and contact information:

Name: 

Telephone number: 

Fax number: 

7. Insurance

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

Broker/Agent name: 

Address: 

Telephone number: 

Fax number: 

Website: 

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

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

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

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

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

7.6 Have there been any individual damages or losses to permanent, loaned or borrowed collections incurred within the last three years (whether or not a claim was filed)?

☐ Yes ☐ No

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

What precautions have been undertaken to prevent any further incidents?
7.7 If your institution is self-insured, attach a copy of the Self Insurance Statute or provide a verification statement from your institution in the space provided below:

8. Loan History

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

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Object type</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Exhibition title/organizing institution</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>
9. Additional Information and Comments

10. Supplemental Questionnaire

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

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

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 Is your building retrofitted in accordance with your State Building Code?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2 Have any earthquake mitigation/preventative techniques been implemented for your collection?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, describe:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your collection been professionally mitigated/assessed against earthquake damage?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, provide name of company and date of inspection:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have recommendations been met?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.3 Are framed works hung on more than one nail/hook?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.4 Are framed works hung on weight rated hooks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.5 Are framed works covered with Plexiglas rather than glass (except for pastels, chalks and charcoal)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.6 Are shelves in display cases fastened in place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.7 Are sculptures secured to their bases?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.8 Are bases secured to the floor?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.9 Are decorative items on tables/shelves secured to the surface with adhesive or mounts?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.10 Are decorative items in display cases secured to the surface?</td>
<td></td>
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</tr>
<tr>
<td>10.11 Are tall, unstable objects secured to the wall or floor?</td>
<td></td>
<td></td>
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<tr>
<td>10.12 Are bookshelves secured to the wall?</td>
<td></td>
<td></td>
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</tbody>
</table>
COMPLETE THE FOLLOWING IF YOUR BUILDING IS LOCATED IN AN AREA SUBJECT TO OTHER NATURAL CATASTROPHES SUCH AS HURRICANES, TORNADOES OR SEVERE WINDSTORMS:

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

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

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

10.14 Is your building equipped with permanent working storm shutters?  
☐ Yes  ☐ No

If yes, what type(s) of shutters?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10.26 Indicate the most appropriate description:

☐ Museum property  ☐ Commercial space contracted as needed

☐ Rented commercial space  ☐ Other (specify: ____________ )
10.27 Indicate distance from your institution:

10.28 Name of facility:

Address, city, state, zip code:

Phone/fax number:

10.29 Staff contact and title:

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

10.31 Number of employees:

10.32 Year built:

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

10.34 Is the building free standing?  
☐ Yes  ☐ No

10.35 Distance from nearest police station:

10.36 Distance from nearest fire station:

10.37 Distance from nearest fire hydrant:

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

10.39 Is warehouse guarded?  
☐ Yes  ☐ No

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

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

10.41 Describe humidity and temperature control system:

10.42 How often is the environmental control system monitored?

10.43 Describe pest control system:

10.44 How are objects stored?
10.45 Are objects stored separately from those of other clients?  
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?  
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.

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11.  Continuation Sheet

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

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

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

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

Signature: (if completed by hand)

Printed name:

Title:

Date:

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