

DOI Museum Property Directives

Title: Facility Checklist for Spaces Housing DOI Museum Property

Directive Number: 14

Originating Office: Office of Acquisition and Property Management, Department of the Interior (DOI)

Approved By: Debra E. Sonderman /s/ Debra E. Sonderman SEP -4 2015

Official Title: Director, Office of Acquisition and Property Management

Effective Dates:

Phase 1, April 1, 2015: Bureaus and Offices may begin to use this Directive, including testing.

Phase 2, October 1, 2016: Mandatory full implementation by all Bureaus and Offices.

Expiration Date: This Directive will remain in effect until superseded.

1.1 Purpose. The Facility Checklist for Spaces Housing DOI Museum Property (Checklist) is required for evaluating facilities, procedures, and operations used to preserve and protect DOI museum property (museum collections) in exhibit, storage, and administrative office spaces (Appendix 1) within bureau and non-bureau facilities. The Checklist is used in a dialog with responsible staff to evaluate compliance with the required standards in Part 411 of the Departmental Manual (411 DM), *Identifying and Managing Museum Property*, and DOI Museum Property Directive (Directive) #4, *Required Standards for Managing and Preserving Museum Property*. The Checklist is also used to develop corrective actions that will improve conditions in the spaces housing museum collections.

1.2 Scope. This policy applies to all bureaus and offices responsible for managing museum collections.

1.3 Definitions. See Section 1.11 of this Directive.

1.4 Responsibilities.

- A. Heads of Bureaus and Offices and the National/Chief Curators, as applicable, are responsible for ensuring that the Checklist is used appropriately and completed on schedule, and that resources are available for this work.
- B. The Director, Office of Acquisition and Property Management, and the Museum Property Executive Program Committee are responsible for:
 - (1) Establishing policy and guidance (see *Guidance for Conducting the Facility Checklist for Spaces Housing DOI Museum Property* (Checklist Guidance)) for conducting the Checklist.
 - (2) Providing DOI-wide training on conducting the Checklist.

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- (3) Overseeing, monitoring, and reporting on the use of the Checklist by the bureaus and offices.
- C. Bureau/office curatorial staff, museum property management staff, and other designated personnel, as established in bureau/office policy, are responsible for:
- (1) Ensuring staff receive training on conducting the Checklist.
 - (2) Reporting the results of the Checklist evaluations in the annual Bureau/Office Museum Property Management Summary Report.
 - (3) Ensuring that appropriate facilities management staff members are made aware of the Checklist process and the special needs of museum collections that are housed in bureau/office facilities.
 - (4) Ensuring that the contact person for each non-bureau facility evaluated receives a copy of the completed Checklist.
- D. Designated authorities, as established in bureau/office policy, are responsible for reviewing and approving the Checklist evaluations.
- E. Checklist evaluators, who also may have the responsibilities in Paragraph 1.4C of this Directive, are responsible for:
- (1) Conducting Checklist evaluations at bureau and non-bureau facilities.
 - (2) Understanding the policy and Checklist Guidance for conducting the Checklist.
 - (3) Using professional judgment and observations to conduct the Checklist.

1.5 General Requirements for Completing the Checklist. See also Checklist Guidance for additional information.

- A. The Checklist must be used to evaluate the “Core Plans” and three types of spaces in bureau and non-bureau facilities, as applicable: exhibit space; storage space; and administrative office space, when museum objects are displayed in it.
- B. Each bureau and non-bureau facility housing DOI museum collections on a long-term basis must be evaluated using the Checklist once every five years, at a minimum. Bureau/office policy may require that Checklist evaluations are conducted more frequently.
- C. A bureau or non-bureau facility that has current accreditation from the American Alliance of Museums (AAM) is not required to be evaluated using the Checklist, and receives a condition rating of “Good” for reporting purposes.

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- D. A facility may have more than one space to evaluate, such as an exhibit and a storage space, which requires that each space is evaluated separately.
- E. If several spaces in a facility have similar exhibit, storage, or administrative office functions and/or conditions, the evaluator may evaluate the spaces together. If, in the judgment of the evaluator, the spaces differ markedly from each other in posing one or more risks to museum objects (for example, in environmental controls, security, housekeeping, or fire protection), the spaces must be evaluated separately. The evaluator must describe the spaces being evaluated and explain on the Checklist Cover Page why multiple spaces were either combined or separated.
- F. Museum offices, processing rooms, laboratories, and research areas are not required to be evaluated using the Checklist, unless a significant number of objects are located in any of these spaces for more than nine months.
- G. The evaluator must collaborate with facilities management staff during the Checklist evaluation, as appropriate, particularly if those staff were involved in assessing the risks to the museum collection in the spaces being evaluated and assisted in mitigating those risks.
- H. In order to minimize duplication of reporting efforts, the Checklist evaluation and rating determined by one bureau/office may be used by another bureau/office that has museum collections housed in the same facility under the same conditions.
- I. A bureau/office may request that staff at a non-bureau facility complete the Checklist on behalf of the bureau/office. The arrangement must clearly state the method(s) of verification required by the bureau/office.
- J. The Checklist and all accompanying documentation in any format constitute museum records, which must be retained according to the record management schedule used by the bureau/office.

1.6 Scoring the Checklist. See also Checklist Guidance for additional information.

- A. Scoring is based on a scale that provides a detailed and realistic status determination for each element on the Checklist. The evaluator assigns a score to each element on the Checklist as follows:
 - (1) A response of “No deficiency(ies)” receives a score of four (4) points. This score means that the requirements of the element are fully met.
 - (2) A response of “Minor deficiency(ies)” receives a score of three (3) points. This score means that considerable effort has been undertaken to meet the requirements of the element.

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- (3) A response of “Moderate deficiency(ies)” receives a score of two (2) points. This score means that some effort has been made to meet the requirements of the element.
 - (4) A response of “Major deficiency(ies)” receives a score of one (1) point. This score means that little has been done to meet the requirements of the element.
 - (5) A response of “Fully deficient” receives a score of zero (0) points. This score means that nothing has been done to meet the requirements of the element.
 - (6) Some of the elements are “Not Applicable” (N/A) to the space evaluated. In those cases, which are clearly indicated on the Checklist, the evaluator must enter “N/A” so that points are *not* assigned to the element, and the element is *not* included when calculating the final Checklist score for the facility.
- B. The “Comments” box for each element on the Checklist is for remarks, observations, and recommendations made during the evaluation. Comments are **required** for all scores less than “No deficiency(ies)” to provide a foundation for understanding the score, assisting in future evaluations, and decision making to address any deficiencies.
- C. The evaluator must tally the score at the end of each applicable section of the Checklist and transfer these data to the Summary Scoring Information on the Cover Page to determine the final Checklist score.

1.7 Checklist Cover Page. The cover page requires general information about the evaluation of the facility. See also Checklist Guidance for additional information.

- A. Bureau(s) with Collection(s) in the Facility.
- B. Unit/Facility Name and acronym.
- C. Space(s) Evaluated, including the number of exhibit, storage, and/or administrative office spaces evaluated.
- D. Facility Contact Information, including name, title, street address, email, and telephone number.
- E. Checklist Completed By, including name, title, organization, email, and date.

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- F. Bureau Checklist Review and Approval, including name, bureau, title, signature, and date approved.
- G. American Alliance of Museums (AAM) Information, including AAM museum accreditation date and date of accreditation expiration, if applicable, and AAM General Facility Report, if available.
- H. List of Exhibit, Storage, and Administrative Office Spaces Evaluated, which must correspond to the total number of spaces provided in Paragraph 1.7C of this Directive.
- I. Location of Checklist documentation, including photographs taken.
- J. Summary Scoring Information. This includes the overall Checklist score as a percentage and the facility condition rating:
 - (1) 70% - 100% equals “Good” condition.
 - (2) 50% - 69% equals “Fair” condition.
 - (3) 0% - 49% equals “Poor” condition.
- K. Summary of Estimated Costs to Correct Deficiencies using Class C estimates for facility improvements and general estimates for equipment and supplies.
- L. Overall Comments, Including Recommendations for Improvements.

1.8 Core Plans. This section of the Checklist is required to be filled out once per facility. See also Checklist Guidance for additional information.

- A. The Core Plans that must be evaluated are:
 - (1) Collection Management Plan;
 - (2) Emergency Management Plan;
 - (3) Security Plan;
 - (4) Integrated Pest Management Plan; and
 - (5) Housekeeping Plan.
- B. The following information is required for each Core Plan:
 - (1) Score;
 - (2) Date approved; and

(3) Comments.

1.9 Exhibit and Storage Space. This section of the Checklist contains elements that apply to *both* exhibit and storage spaces in bureau and non-bureau facilities. The exceptions include one element that is unique to exhibit spaces and eight elements that are unique to storage spaces. The elements in this section of the Checklist do *not* apply to administrative office spaces in which museum objects are on display. See also Checklist Guidance for additional information. The following information is required for each exhibit or storage space evaluated:

- A. Name/Location of Space;
- B. FBMS Real Property Unique Identifier, if applicable;
- C. Score; and
- D. Estimated Cost to Meet Element.

1.10 Administrative Office Space. This section of the Checklist contains elements that apply only to administrative office spaces in which museum objects are on display. See also Checklist Guidance for additional information.

- A. The following concerns must be considered when evaluating administrative office spaces:
 - (1) The primary function of museum objects in administrative office space is for display. Any other function is considered to be secondary and requires special authorization as stated in bureau/office policy.
 - (2) The display of museum objects in administrative office spaces may be determined by factors other than the best measures to preserve and protect the museum objects.
 - (3) The curatorial and museum property management staff must provide information to the people occupying and working in these spaces about preserving museum objects in administrative office spaces and the risks involved.
- B. The following information is required for each administrative office space evaluated:
 - (1) Name/Location of Space;
 - (2) FBMS Unique Real Property ID, if applicable;

- (3) Score; and
- (4) Estimated Cost to Meet Element.

1.11 Definitions.

Administrative office space – A non-museum space in which people within an organization conduct business, including education, and where museum objects are present but are not central to the purpose of the space. Examples include offices, conference and meeting rooms, hallways, classrooms, and reception areas.

Class C estimate – An approximation of the construction or repair cost based on the cost per square foot of a similarly constructed building.

Curatorial staff – A DOI employee who has the appropriate knowledge, training, experience, and direct responsibility to manage the nature, scope, and content of bureau/office or unit museum collection/museum property. This may include museum curators, museum specialists, and museum technicians, as well as staff possessing expertise in an academic discipline along with requisite museum training and experience. (See also Museum property management staff.)

Exhibit space – An area dedicated to public display of museum objects for interpretive and educational purposes, and where appropriate security and environmental conditions are maintained.

Evaluator – The individual conducting the evaluation of a facility where museum collections are stored, exhibited, or displayed using the Checklist.

Facility – A building, administrative unit, or partner facility that has space(s) dedicated to the display, exhibit, study, and/or storage of museum collections/museum property.

Museum collection/Museum property – A subset of personal property that is retained for long-term preservation, study, and interpretation consistent with statutory requirements, its relationship to the mission of the respective bureau/office mission, or other appropriate factors. A museum collection/museum property, which includes objects, works of art, and archives, is acquired according to a rational plan, such as a Scope of Collection Statement. It consists of 1) all accessioned, unaccessioned, cataloged, and/or uncataloged objects, and 2) all museum objects under the control of a facility, unit, or bureau/office. Museum property is synonymous with and referred to as “museum collection(s)” in the DOI Museum Property Directives, a standardized term that is used by museum professionals.

Museum property management staff – A DOI employee with delegated responsibilities to manage museum collections/museum property on a regular basis who does not have specialized training in professional museum work. This may include archeologists, archivists, historians, interpreters, property management specialists, rangers, resource

management specialists, or others who manage museum property as a collateral duty. (See also Curatorial staff.)

Museum records – Records created to manage museum collections/museum property, such as accession, catalog, loan, deaccession, and inventory records. These records must be appraised through agency record schedule procedures. Museum records are not a museum collection/museum property.

Object – A physical item of a museum collection/museum property. It includes art and history objects, archeological artifacts, ethnographic objects, archival items, and natural history specimens.

Storage space – An area dedicated to the storage of museum objects in which appropriate security and environmental conditions are maintained.

Unit – A bureau/office organizational entity, such as an accountability area, administrative unit, center, laboratory, museum, office, park, school, site, refuge, or repository, that manages museum collections/museum property.

1.12 References.

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1995 "A Preventive Conservation Approach to the Storage of Collections," in *Storage of Natural History Collections: A Preventive Conservation Approach*, edited by C.L. Rose, C.A. Hawks, and H.H. Genoways, p. 1-20. Washington, DC: Society for the Preservation of Natural History Collections.

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APPENDIX I

FACILITY CHECKLIST FOR SPACES HOUSING DOI MUSEUM PROPERTY

Cover Page

Bureau(s) with Collection(s) in the Facility:	
Unit / Facility Name: Acronym:	Space(s) Evaluated (see list below): # of exhibit spaces: # of storage spaces: # of administrative office spaces:
Facility Contact Information: Name and title: Street address: Email: Telephone #:	
Checklist Completed By: Name and title: Organization: Email: Date:	Bureau Checklist Review and Approval: Name, bureau, and title: Signature: Date approved:
AAM Information (if applicable) Accreditation Date: _____ Accreditation Expiration Date: _____ Provide AAM General Facility Report (if available).	
List of Exhibit, Storage, and Administrative Office Space(s) Evaluated: 	
Location of Checklist Documentation, Including Photographs Taken: 	

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Facility Checklist for Spaces Housing DOI Museum Property

Summary Scoring Information:

Section	Total Points for All Applicable Elements	Total # of Applicable Elements
Core Plans		5
Exhibit Space(s)		
Storage Space(s)		
Administrative Office Space(s)		
Totals for All Sections		

$$\text{Checklist score} = \frac{\text{Total points for All Applicable Elements}}{4 \times (\text{Total \#of Applicable Elements})} \times 100$$

Checklist Score = _____ %

Facility Condition (*check one*): Good (70% - 100%) Fair (50% - 69%) Poor (0% - 49%)

Summary of Estimated Costs to Correct Deficiencies:

	Exhibit Space(s)	Storage Space(s)	Administrative Office Space(s)	Total
Estimated Costs	\$	\$	\$	\$

Overall Comments, Including Recommendations for Improvements:

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

FACILITY CHECKLIST FOR SPACES HOUSING DOI MUSEUM PROPERTY
Core Plans¹

Plan Name	Score: 0 - 4	Date Approved
Collection Management Plan		
<p>The Collection Management Plan (CMP) documents the unit's strategies in regard to the long-term management, care, and preservation of its museum collections; includes recommendations for correcting any identified deficiencies; and has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p>		
Emergency Management Plan		
<p>The Emergency Management Plan (EMP) identifies all of the local threats (as listed below) and must include the following requirements: 1) risk mitigation, response, and recovery for museum collections appropriate to each threat; 2) risks to the spaces, as identified by a structural fire survey; 3) appropriate staff, training, and drills; and 4) locations of all of the spaces that house collections. The EMP has been reviewed, and updated if necessary, in the last five years.</p> <p>List the local threats to museum collections:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire, human-caused <input type="checkbox"/> Fire, naturally caused <input type="checkbox"/> Flooding, human-caused <input type="checkbox"/> Flooding, naturally caused <input type="checkbox"/> Hurricane <input type="checkbox"/> Earthquake <input type="checkbox"/> Tornado <input type="checkbox"/> Severe windstorm <input type="checkbox"/> Crime <input type="checkbox"/> Civil unrest <input type="checkbox"/> Other _____ <p><u>Comments:</u></p>		
Plan Name	Score: 0 - 4	Date Approved

¹ Core Plans may be separate documents, as described here, or the key elements may be combined in one or more documents. Where combined, the goal is to determine whether each set of key elements is addressed in the unit's written plan(s).

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Facility Checklist for Spaces Housing DOI Museum Property

Security Plan		
<p>A Security Plan establishes the museum security program. The Security Plan must include procedures for: 1) authorizing access, including key control and opening and closing requirements; 2) recording/tracking object movement; 3) using a combination of staff, mechanical devices, and/or electronic systems that are adequate to the risks; 4) securing exhibits at all times; and 5) staff training. The Security Plan has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p>		
Integrated Pest Management Plan		
<p>An Integrated Pest Management (IPM) Plan specifies the procedures to prevent and resolve pest problems in the most efficient and ecologically sound manner without compromising the safety of the collections, visitors, and staff. The IPM Plan must be implemented for all spaces housing museum collections and include procedures for: 1) monitoring and inspecting the objects and spaces; 2) identifying and documenting the presence of pests; 3) discouraging/mitigating pests by habitat modification and good housekeeping; 4) response/treatment; and 5) training. The IPM Plan has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p>		
Housekeeping Plan		
<p>A Housekeeping Plan provides clear direction for minimizing agents of deterioration and maintaining clean spaces and objects. The Housekeeping Plan must include: 1) procedures and schedules for performing housekeeping tasks; 2) proper handling and cleaning methods and techniques; 3) identification and training of responsible staff; 4) supplies and equipment to be used; and 5) restrictions on smoking, drinking, and eating in collection storage spaces and rules for these activities in other spaces. The Housekeeping Plan has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p>		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies); 0 = Fully Deficient

Facility Checklist for Spaces Housing DOI Museum Property

Other Plans and Management Tools	
List any other museum planning and management documents the facility has:	
TOTAL POINTS for Core Plans*	
TOTAL # of Core Plan Elements	5
* Add all scores in the “Score” column for this section.	

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

FACILITY CHECKLIST FOR SPACES HOUSING DOI MUSEUM PROPERTY

Exhibit and Storage Space

Name/Location of Space _____

Real Property ID _____

Evaluation Elements for Exhibit and Storage Space	Score: 0-4 or N/A	Estimated Cost
Environmental Controls		
1. A qualified museum professional has assessed the space, and has determined the appropriate environmental controls for the objects.		
Comments:		
2. The environment in the space is controlled to protect the predominant collections.		
Comments:		
3. Appropriate microclimates are used in the space to protect environmentally sensitive objects. (Enter N/A if there are no environmentally sensitive objects in the space.)		
Comments:		
4. Temperature and relative humidity: - are monitored in the space on an appropriate schedule and - deficiencies are addressed.		
Comments:		
5. Visible and ultraviolet light: - are monitored in the space on an appropriate schedule and - deficiencies are addressed.		
Comments:		
6. If there are windows in the space, the museum objects are appropriately protected from agents of deterioration. (Enter N/A if there are no windows.)		
Comments:		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Evaluation Elements for Exhibit and Storage Space	Score: 0 - 4 or N/A	Estimated Cost
7. Heating, ventilation, air conditioning (HVAC), and humidity control systems and filters are cleaned and maintained on an appropriate schedule and replaced when needed. (Enter N/A if there are no environmental control systems.)		
Comments:		
8. Using integrated pest management principles, pests are: - monitored, - identified, and - controlled.		
Comments:		
9. Environmental data are: - analyzed and - documented and retained.		
Comments:		
Emergency Management		
10. Appropriate measures are taken to mitigate potential risks from local threats.		
Comments:		
11. Appropriate measures are taken to mitigate risks of water damage to museum objects from broken pipes, backed up drains, or other potential points of water entry.		
Comments:		
12. Egress/exit routes are: - clearly marked and - unobstructed.		
Comments:		
13. Staff are regularly trained in risk mitigation and emergency response procedures for museum collections.		
Comments:		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Evaluation Elements for Exhibit and Storage Space	Score: 0 - 4 or N/A	Estimated Cost
Security		
14. Physical security measures are: - identified by an appropriate specialist and - sufficient to mitigate risks to the objects.		
Comments:		
15. Security procedures are performed consistently including: - key control, - access control, and - opening and closing.		
Comments:		
16. Staff are regularly trained in security procedures.		
Comments:		
17. Electronic intrusion detection systems are: - inspected and tested by qualified personnel on an appropriate schedule and - maintained by qualified personnel on an appropriate schedule. (Enter N/A if there is no intrusion detection system.)		
Comments:		
Fire Protection		
18. Fire detection and suppression equipment and systems are unobstructed and fire extinguishers are accessible.		
Comments:		
19. Fire detection and suppression equipment are: - inspected and tested by qualified personnel on an appropriate schedule and - maintained by qualified personnel on an appropriate schedule.		
Comments:		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Evaluation Elements for Exhibit and Storage Space	Score: 0 - 4 or N/A	Estimated Cost
20. All staff are properly trained in fire safety procedures.		
Comments:		
Housekeeping and Object Handling		
21. The space is clean and uncluttered, and housekeeping is performed on a written schedule.		
Comments:		
22. Rules against eating, drinking, smoking, and use of live plant materials in the space are enforced.		
Comments:		
23. Staff are trained to properly handle museum objects and perform housekeeping.		
Comments:		
24. Museum-quality mounts, cases, containers, cabinets, racks, and/or shelves are sufficient and appropriate to safely house the objects without crowding, overloading, or movement.		
Comments:		
Records Handling and Preservation		
25. Museum collection management systems': - data are backed up on an appropriate schedule and - backup files are kept offsite in appropriate storage. (Enter N/A if there is no museum collection management system.)		
Comments:		
26. All museum records are stored appropriately to ensure their preservation against fire, theft, and loss of physical or digital integrity.		
Comments:		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Evaluation Elements for Exhibit and Storage Space	Score: 0 – 4 or N/A	Estimated Cost
Exhibit Space Only (Do Not Use for Storage Space)		
27. Museum objects are exhibited for a length of time that is appropriate for the preservation of the objects.		
Comments:		
Storage Space Only (Do Not Use for Exhibit Space)		
28. The space is dedicated to housing museum collections.		
Comments:		
29. The space is organized to ensure safe movement of staff, equipment, and museum objects, and to facilitate access to objects.		
Comments:		
30. The size of the space is sufficient to: - house current museum collections and - accommodate planned growth.		
Comments:		
31. Procedures are in place to escort and monitor non-curatorial staff who service utility meters and other equipment located in the space. <u>(Enter N/A if there are no utility meters or other equipment in the space.)</u>		
Comments:		
32. Museum objects are protected from dust, pests, and particulates through the use of air filters, dust covers, bags, boxes, and/or cabinets.		
Comments:		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Evaluation Elements for Exhibit and Storage Space	Score: 0 – 4 or N/A	Estimated Cost
33. Hazardous materials are: - identified using labels and signage that conform to applicable Federal or local requirements and - stored in an approved cabinet outside of the storage space.		
Comments:		
34. Any museum objects that may pose health risks are: - identified using labels and signage that conform to applicable Federal or local requirements and - appropriately packaged. (Enter N/A if no objects posing health risks are present.)		
Comments:		
35. Fluid-preserved specimens ² are housed in a space that is separate from dry specimen collections. (Enter N/A if no fluid-preserved specimens are present.)		
Comments:		
TOTALS for Exhibit and Storage Space*		
TOTAL # of Exhibit and Storage Space Elements**		
* Under the “Score” column, add all scores for this section. Under the “Estimated Costs” column, add all estimated costs for this section.		
** Count the number of elements in this section that have a numeric (0-4) score. <i>Do not</i> count elements with a score of “N/A.”		

² This Checklist does not adequately evaluate a storage space for fluid-preserved specimens. For information on best practices for storing and preserving fluid-preserved specimens, see J.E. Simmons (2014), *Fluid Preservation: A Comprehensive Reference*, Lanham, MD: Rowman and Littlefield.

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

FACILITY CHECKLIST FOR SPACES HOUSING DOI MUSEUM PROPERTY

Administrative Office Space

Name/Location of Space _____

Real Property ID _____

Evaluation Elements for Administrative Office Space	Score: 0 – 4 or N/A	Estimated Cost
1. Responsible staff are provided with instructions about the physical and environmental requirements pertaining to museum objects displayed in the space.		
Comments:		
2. Responsible staff are provided with instructions about procedures to protect and minimize damage to museum objects during an emergency.		
Comments:		
3. Responsible staff are provided with instructions for handling objects, conducting housekeeping, and reporting any changes to appropriate curatorial or other staff.		
Comments:		
4. Objects are included and accounted for in a regular museum collections inventory.		
Comments:		
5. Objects are protected from damage while on display.		
Comments:		
6. Temperature and relative humidity: - are monitored in the space on an appropriate schedule and - deficiencies are addressed.		
Comments:		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient

Evaluation Elements for Administrative Office Space	Score: 0 – 4 or N/A	Estimated Cost
7. Visible and ultraviolet light: - are monitored in the space on an appropriate schedule and - deficiencies are addressed.		
Comments:		
8. Using integrated pest management principles, pests are: - monitored, - identified, and - controlled.		
Comments:		
9. Security for objects is adequate to mitigate the risk of theft.		
Comments:		
10. Museum objects are not used for secondary functions.		
Comments:		
11. Museum objects are displayed for a length of time that is appropriate for the objects.		
Comments:		
TOTALS for Administrative Office Space*		
TOTAL # of Administrative Office Space Elements*	11	
* Add all scored for this section in the “Score” column. Add all estimated costs for this section in the “Estimated Costs” column.		
* Count the number of elements in this section that have a numeric (0-4) score.		

Scoring: 4 = No Deficiency(ies); 3 = Minor Deficiency(ies); 2 = Moderate Deficiency(ies); 1 = Major Deficiency(ies);
0 = Fully Deficient