

**FACILITY CHECKLIST FOR SPACES HOUSING DOI MUSEUM PROPERTY**

**Cover Page**

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

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

**Summary Scoring Information:**

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

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

**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)	<b>Total</b>
Estimated Costs	\$	\$	\$	\$

**Overall Comments, Including Recommendations for Improvements:**

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**Core Plans<sup>1</sup>**

Plan Name	Score: 0 - 4	Date Approved
<b>Collection Management Plan</b>		
<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>		
<b>Emergency Management Plan</b>		
<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> <p><input type="checkbox"/> Fire, human-caused</p> <p><input type="checkbox"/> Fire, naturally caused</p> <p><input type="checkbox"/> Flooding, human-caused</p> <p><input type="checkbox"/> Flooding, naturally caused</p> <p><input type="checkbox"/> Hurricane</p> <p><input type="checkbox"/> Earthquake</p> <p><input type="checkbox"/> Tornado</p> <p><input type="checkbox"/> Severe windstorm</p> <p><input type="checkbox"/> Crime</p> <p><input type="checkbox"/> Civil unrest</p> <p><input type="checkbox"/> Other _____</p> <p><u>Comments:</u></p>		
Plan Name	Score: 0 - 4	Date Approved

<sup>1</sup> 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).

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<b>Security Plan</b>		
<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>		
<b>Integrated Pest Management Plan</b>		
<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>		
<b>Housekeeping Plan</b>		
<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>		

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

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## 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
<b>Environmental Controls</b>		
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:		

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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. <u>(Enter N/A if there are no environmental control systems.)</u>		
Comments:		
8. Using integrated pest management principles, pests are: - monitored, - identified, and - controlled.		
Comments:		
9. Environmental data are: - analyzed and - documented and retained.		
Comments:		
<b>Emergency Management</b>		
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:		

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Evaluation Elements for Exhibit and Storage Space	Score: 0 - 4 or N/A	Estimated Cost
<b>Security</b>		
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:		
<b>Fire Protection</b>		
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:		

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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:		
<b>Housekeeping and Object Handling</b>		
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:		
<b>Records Handling and Preservation</b>		
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:		

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Evaluation Elements for Exhibit and Storage Space	Score: 0 – 4 or N/A	Estimated Cost
<b>Exhibit Space Only (Do Not Use for Storage Space)</b>		
27. Museum objects are exhibited for a length of time that is appropriate for the preservation of the objects.		
Comments:		
<b>Storage Space Only (Do Not Use for Exhibit Space)</b>		
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:		

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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 <sup>2</sup> are housed in a space that is separate from dry specimen collections. (Enter N/A if no fluid-preserved specimens are present.)		
Comments:		
<b>TOTALS for Exhibit and Storage Space*</b>		
<b>TOTAL # of Exhibit and Storage Space Elements**</b>		
* 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.”		

<sup>2</sup> 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.

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# 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:		

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<b>Evaluation Elements for Administrative Office Space</b>	<b>Score: 0 – 4 or N/A</b>	<b>Estimated Cost</b>
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:		
<b>TOTALS for Administrative Office Space*</b>		
<b>TOTAL # of Administrative Office Space Elements*</b>	<b>11</b>	
* 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.		

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