

Evaluation of Location Housing DOI Museum Property

Unit Name:	Date Completed:
Bureau:	Completed By:

Note: Questions 1-38 apply to museum property storage and exhibit spaces; Questions 39-58 apply to administrative office spaces that contain museum property. Refer to the 411 DM references provided for each question for more details.

Yes	No	Question	411 DM Standard Met By 'Yes' Response	Deferred Maintenance	
				Related To	Cost to Meet Standard (\$)
		1. Are levels of relative humidity and temperature in storage and exhibit spaces monitored on a daily basis to provide an accurate and complete picture of all changes in both of these environmental factors during each year?	411DM3.2A1(a)	Monitoring & recording temperature levels	
		2. Is equipment or system installed in each space housing museum collections to control relative humidity (RH) and temperature?	411DM3.2A1(b)	Installing equipment to control temperature & RH	
			411DM3.2A1(c)	Maintaining temperature within range recommended	
			411DM3.2A1(d)	Maintaining lower temperature is spaces where human comfort is not a factor	
			411DM3.2A2(b)	Avoiding extremes & wide fluctuations in RH	
			411DM3.2A2(d)	Maintaining RH below 65% to reduce mold	
			411DM3.2A2(e)	Maintaining RH above 35% to prevent desiccation	
			3. Are records of RH & temperature readings & of daily observations permanently kept in the unit's curatorial files?	411DM3.2A2(a)	
		4. Has the unit worked with museum environment specialists to establish optimum RH and temperature levels	411DM3.2A2(c)	Establishing acceptable RH ranges and limits for unit	

		based on data recorded by monitoring program?			
		5. Are records of RH and temperature readings and of observations reviewed and analyzed monthly?	411DM3.2A2(f)	Reviewing and analyzing environmental readings	
		6. Is visible light controlled to meet 411DM standards?	411DM3.2A3(a)	Controlling light levels below 50 lux for sensitive materials	
			411DM3.2A3(b)	Controlling light levels below 200 lux for organic materials & paintings	
			411DM3.2A3(c)	Controlling light levels below 300 lux for materials that are not light-sensitive	
			411DM3.2A3(d)	Keeping items in storage in the dark except for access or housekeeping	
		7. Is UV radiation controlled by filtering materials with UV absorbing properties? (If the space has no source of UV, respond 'NA' indicating not applicable.)	411DM3.2A4	Installing filters to control UV radiation	
		8. Is UV filtering material periodically monitored to ensure continued effectiveness? (If there is no UV filtering material, respond 'NA' indicating not applicable.)	411DM3.2A4	Monitoring and recording the level of ultraviolet (UV) radiation from all sources	
		9. Is an Integrated Pest Management (IPM) Program in place?	411DM3.2A5	Implementing an IPM program	
		10. Is dust controlled in museum storage & exhibit spaces?	411DM3.2A6	Controlling gaseous & particulate pollution	
		11. Is a visitor/researcher sign-in log used to track access and use of museum spaces?	411DM3.2B1	Using a sign-in log to control access to collections	
		12. Is issuing keys to museum spaces strictly controlled using a DI-105 or equivalent hand receipt?	411DM3.2B2	Key control	
		13. Are opening & closing procedures written, approved and practiced?	411DM3.2B3	Securing museum spaces with consistently implemented opening & closing procedures	
		14. Are written policies and procedures in place for access to museum property and records?	411DM3.2B4	Securing museum spaces by limiting access to authorized people	
		15. Is an appropriate combination of mechanical and	411DM3.2B5	Securing museum spaces with	

		electronic security systems in place?		mechanical & electronic systems	
		16. Are special needs of museum property addressed in and emergency management plan?	411DM3.2B6	Including museum property needs in emergency management plans	
		17. Are appropriate fire detection & suppression systems installed and operable?	411DM3.2C1	Installing fire detection & suppression systems	
		18. Are spaces housing museum property made fire-resistant to the extent possible given the nature of the structure?	411DM3.2C2	Making museum spaces fire-resistant	
		19. Are museum property records stored in an appropriate fire- and burglary-resistant container or vault & locked when not in use?	411DM3.2C3	Securing museum property records	
		20. Are special needs of museum property and museum records incorporated in the unit's structural fire plan?	411DM3.2C4	Including museum property in the unit's structural fire plan	
		21. Are flammable liquids and materials housed outside museum storage areas in approved flammables storage cabinets?	411DM3.2C5	Avoiding storing flammable liquids in museum property storage areas	
		22. Is housekeeping in museum storage & exhibit spaces performed on an established schedule?	411DM3.2D1(a)	Housekeeping in museum storage & exhibit spaces	
		23. Are written rules and procedures for handling museum items and for museum housekeeping practices?	411DM3.2D1(b)	Guidelines for handling museum property	
		24. Do written rules prohibit smoking, drinking and eating in spaces that house museum property?	411DM3.2D1(c)	Guidelines prohibiting smoking, drinking and eating	
		25. Is equipment used to monitor RH and temperature maintained and calibrated according to the manufacturer's recommendations?	411DM3.2D1(d)	Maintaining and calibrating environmental monitoring equipment	
		26. Is museum property examined regularly to detect evidence of deterioration?	411DM3.2D2	Monitoring museum property for deterioration	
		27. Is professional conservation treatment provided to stabilize museum property if it is identified as unstable?	411DM3.2D3	Providing treatment of museum property following professional conservation standards & practices	
		28. Is museum storage space used solely for museum items?	411DM3.2E1(a)	Providing museum storage space separate from other storage spaces	
		29. Is museum storage space large enough to accommodate the current museum collection and to accommodate anticipated collection growth?	411DM3.2E1(a)	Providing adequate museum storage space for current collections	

			411DM3.2E1(b)	Providing adequate museum storage space for expansion	
			411DM3.2E1(c)	Providing dedicated storage space in all newly constructed & remodeled museum property storage facilities	
			411DM3.2E1(d)	Providing dedicated storage space in existing storage facilities to the extent possible	
		30. Is space sufficient for the movement of staff, equipment, and objects without hindrances such as low ceilings, narrow doors, or steep stairways?	411DM3.2E1(e)	Providing space to allow efficient use of storage equipment and techniques	
		31. Is space organized to allow for easy access to museum items and for use of proper storage equipment?	411DM3.2E1(f)	Providing for optimum, effective access to museum property	
		32. Are museum objects and archival materials housed in storage containers or on mounts that are made of museum/archival quality materials? (If there are not objects that need such containers or mounts, respond 'NA' indicating not applicable.)	411DM3.2E1(g)	Housing museum property in appropriate equipment and containers using appropriate museum-quality materials	
		33. Are exhibit cases designed and fabricated in a manner that ensures the security and preservation of museum property?	411DM3.2E2(a)	Exhibiting museum property in ways that minimize risks	
			411DM3.2E1(c)	Designing and fabricating exhibit cases in ways that promote security, housekeeping, and preservation of museum property	
		34. Are exhibit plans reviewed by curatorial staff to ensure that the preservation, protection, and maintenance needs of museum objects are adequately addressed?	411DM3.2E2(b)	Planning exhibits to preserve, protect, and maintain museum property in the best way	
		35. Are freestanding museum objects protected using an appropriate combination of physical, electronic, and staffing methods?	411DM3.2E2(d)	Protecting freestanding museum objects	
		36. Are light-sensitive or RH-sensitive objects substituted on a scheduled basis to minimize deterioration?	411DM3.2E2(e)	Protecting light-sensitive or RH-sensitive objects	
		37. Are mounts constructed of museum quality material used to support objects and specimens? (If there are no mounts, respond 'NA' indicating not applicable.)	411DM3.2E2(f)	Providing museum quality mounts to support objects and specimens	

		38. Are copies of original documents exhibited to prevent damage to the originals? (If there are no documents, respond 'NA' indicating not applicable.)	411DM3.2E2(g)	Protecting original documents by using copies for exhibits	
<p><i>Note: The questions above this point (1-38) apply to museum property storage and exhibit spaces. The questions below this point (39-58) apply to administrative office spaces that contain museum property.</i></p>					
		39. Are keys to office spaces housing museum objects strictly controlled by using a DI-105 or equivalent hand receipt?	411DM3.3A(1)	Controlling keys of office spaces housing museum objects	
		40. Are opening and closing procedures written, approved and practiced in administrative offices housing museum property?	411DM3.3A(2)	Controlling access to office spaces housing museum objects	
		41. Is guidance provided for the prioritized safe and secure evacuation of art if time allows in a pending disaster (e.g., storm, flood, fire)?	411DM3.3A(3)	Planning for prioritized safe and secure evacuation of art in a pending disaster	
		42. Is security established against unauthorized entry into office space housing museum property?	411DM3.3A(4)	Protecting office space housing museum property from unauthorized entry	
		43. Are policies and procedures in place for preventing, detecting and suppressing fire in a facility fire plan?	411DM3.3A(5)	Preventing, detecting and suppressing fire	
		44. Is museum property handled and dusted only by staff members who have received appropriate training?	411DM3.3A(6)	Providing policies & procedures for access to and moving museum property	
		45. Is smoking prohibited in offices housing museum property?	411DM3.3A(7)	Prohibiting smoking in offices housing museum property	
		46. Are RH and temperature monitored and recorded in offices housing museum property?	411DM3.3B(1)	Monitoring RH and temperature in offices housing museum property	
		47. Is the placement of artwork away from heating and air-conditioning vents?	411DM3.3B(1)	Placing artwork away from risks such as vents	
		48. Are rapid fluctuations and extremes of RH and temperature kept to a minimum in offices housing museum property?	411DM3.3B(2)	Preventing extremes and rapid fluctuations in RH and temperature in offices housing museum property	
		49. Is UV radiation monitored and controlled in offices	411DM3.3B(3)	Monitoring and controlling UV	

	housing museum property?		levels in offices	
	50. Is visible light monitored and controlled to the extent practical in offices housing museum property?	411DM3.3B(4)	Monitoring and controlling visible light levels in offices	
	51. Is an Integrated Pest Management Program in place in offices housing museum property?	411DM3.3B(5)	Implementing an IPM program in offices housing museum property	
	52. Is written guidance provided for handling and housekeeping in offices housing museum property?	411DM3.3C(1)	Providing guidance for handling and housekeeping in offices	
	53. Is two-dimensional art in a frame with a protective backing?	411DM3.3C(2)	Properly framing and securing two-dimensional art	
	54. Are watercolor paintings, prints and drawings matted with archival-quality materials and protected with glass or another appropriate material?	411DM3.3C(3)	Properly framing watercolor paintings, prints and drawings	
	55. Is museum property in offices displayed in areas that provide protection from accidental damage?	411DM3.3C(4)	Displaying three-dimensional art in areas that minimize the risk of accidental damage	
	56. Is use of museum property in offices for secondary functions prohibited?	411DM3.3C(5)	Preventing inappropriate use of museum property	
	57. Are textiles mounted so that their weight is evenly distributed? (If there are no mounted textiles, respond 'NA' indicating not applicable.)	411DM3.3C(6)	Mounting textiles appropriately to evenly distribute the weight	
	58. Are textiles mounted so they do not touch metals or untreated wood? (If there are no mounted textiles, respond 'NA' indicating not applicable.)	411DM3.3C(7)	Using appropriate materials to mount textiles	