**Site**

Slope of the land nearby, the height/distance to nearby rivers and drains? (water)

What public water and drainage and sewage systems can you see? Do they appear in good condition? (water)

Fire hydrants available nearby? (fire)

Lighting for night surveillance?

**Building Perimeter**

Wall materials, gaps, quality of construction? Cracks? Gaps? (block all agents of deterioration)

Wall vents? Do they have screens? (block pests, thieves)

Night lighting? Clear lines of sight? (thieves, vandals)

Perimeter near building clear of vegetation.

Garbage stored nearby?

**Doors and windows**

**Walk:** Around the building perimeter, looking at the doors and windows (If necessary, later get access to the inside view of each door and window)

**Photos:** Identify each different type of door. Make at least one photo of each type. Any doors with special problems, make a photo. Take close-ups of locks, gaps, any problems of poor condition (always take these in sequence with the overall photo of that door/window.)

**Observations to collect**:

Door materials, locks, hinges, gaps, seals, quality of construction? (ability to block all agents)

Window materials, locks, gaps, seals, screens, quality of construction? (ability to block all agents)

Screens, curtains, blinds? (thieves, vandals, light, UV)

Where they open at the time? Why? (ask staff )

Any other obvious hazards related to the doors and windows?

**Collection Rooms**

**Walk:** Through each room with collections.

**Photos:** Wide-angle of each of 4 directions, each taken from as far away as possible. First wall with door, then proceed clockwise. If the wall photos do not show all the ceiling and floor, take separate photos of the ceiling and floor. For each significant observation below, where a particular risk is identified, take a close-up.

**Observations to collect:**

What floor (i.e., height above ground) is this? (water risk from flooding)

What fire systems visible (sprinklers, portable, detectors)?

Special mechanical systems? (pollutant, temperature, rh, control, water)

Plumbing visible overhead, on walls, near floor? (water)

Floor drains, placement, stop-valve, condition? (water, draining, and backup)

Electric lighting systems, lamps types, lux levels average, maximum?

Which doors and windows from the building survey are used in this room? (ability to block all agents)

What wall materials, gaps, quality of construction? (ability to block all agents)

Any other obvious hazards related to the room?

**Fittings**

**Walk:** In each room, identify the various types of fittings (cabinets, cases, shelving, barriers for visitors). Make a note of the number of each type, and how many are in each room. It is not necessary to segregate similar fittings, unless the difference has a significance to risk.

Photos: At least one overall photo of each type of fitting, and some close-ups of construction, locks, gaps, any examples of damage, or other risk issues.

**Observations to collect:**

Materials of construction, of glazing? (ability to block agents, source of contaminants)

Quality and condition, gaps? (ability to block agents)

Security features, locks?

Ability to shed water?

Stability against toppling, collapse? (physical forces, vandalism)

Lighting fixtures, lamp type, lux levels, UV filters, quality and condition? (UV, light, incorrect temperature and rh, fire)

Any special control features for humidity, pollutants?

Any other obvious hazards related to the fitting?

**CLIMATE CONTROL AND ENVIRONMENT**

**A. Temperature and Relative Humidity**

1. What conditions is the institution trying to maintain? Are these levels of temperature and relative humidity achievable year-round with present climate control systems? Do the maintenance of these values pose a risk to the building structure? What goals has the institution identified with regard to temperature and relative humidity control?

For structures with central HVAC:

Are windows or exterior doors opened to provide ventilation?

• What local equipment is used to supplement the central system?

**C. Illumination**

1. Describe the kinds of illumination used in exhibition and storage areas.

• Are there curtains, blinds or other light reduction materials used to reduce the intensity of the light entering the building? Describe.

• If blinds or curtains are used, how are they controlled to ensure that the objects are protected from high intensity natural light?

• How are fluorescent and incandescent lights used in exhibition and storage rooms?

2. What kind(s) of filtration is used to reduce ultraviolet radiation?

• Is natural light reflected off of wall surfaces which have been treated to absorb ultraviolet radiation?

• Is UV screening material used on windows and skylights?

• Are UV shields used on fluorescent tubes, and if so, do those shields completely cover the tubes?

4. When are the lights turned on in exhibition and storage areas?

**D. Pest Control**

1. Is there evidence of pest damage to the collections?

• Is there evidence of biological activity (e.g. spider webs, rodent droppings, mold etc.) anywhere within the structure? Describe the nature and location of the activity.

Are objects isolated/examined before entry into collection areas?

• Are windows screened against pests?