

FACILITY REPORT

U.S. Coast Guard Curatorial Services

Institution/Organization/Individual Name:

To the prospective borrower of U.S. Coast Guard Artifacts: complete the following report on your building facilities, insurance, security and artifact handling capabilities. This will assist us in determining the feasibility of the artifact loan which you are requesting.

The following attachments should accompany the completed report: Staff list (names and positions)
Photographs of interior_____exterior_____storage area used for loans_____
Floor plan indicating location of fire extinguishers and space to be used for the loaned artifacts_____
Brochure describing your institution_____

Mailing Address:

Street Address (if different):

Shipping Address (if different):

Telephone number:

Fax Number:

Point of Contact:

Phone/Fax No.

Party responsible for all aspects of handling and care of loaned materials:_____

Title:

Phone/Fax No.

Is your institution or organization classified as non-profit (501 (c)3 by the IRS?

Is your organization or institution accredited with the American Association of Museums?_____

If yes, give date of original accreditation_____ and date reaccredited. _____

Institution/Agency type: please indicate the most applicable category and sub-category:

- Museum: Art
- Natural History/Science
 - History
 - Maritime
 - Military
 - General
 - Other (specify) _____
- University
 - Museum or Gallery
 - Student Center/Union
 - Library
 - Department _____
- Cultural Organization
 - Library
 - Civic Center
 - Fair Building
 - Other _____
- Historical Society
- Other(Specify) _____

Is the facility utilized and/or open to the public for purposes other than as a museum? _____ If yes, describe type of use or activities.

Do volunteers or interns handle borrowed objects? _____

If so, are they directly supervised by a professional staff member?

Are volunteers or interns used for facility security? _____ If so, are they under professional supervision?

SITE CONSTRUCTION AND CONFIGURATION

Describe the construction materials used in the major structural components of your facility.

Date of construction of original building and subsequent additions:

Is the structure free standing? _____ If not, provide a description of the larger structure.

What is the distance between the two facilities and means of access?

Does a professional staff member supervise packing/unpacking? _____

Where are loaned objects stored prior to installation? If more than one area, please list.

Is the storage area secure? _____

Dimensions of area:

Door dimensions:

Is area locked? _____

Alarmed? _____

Climate Controlled? _____

How is access to storage controlled?

Who has access/keys to the area?

Is there a highly secured area for precious small items? _____ If so, describe.

Empty crate storage is: on premises _____ (check as applicable)

off premises _____

temperature controlled _____

pest-controlled _____

HEATING AND AIR CONDITIONING

Indicate type of environmental control system:

Main Building is:

Temp Exhibit Area only

Storage

____ 24 hr. temperature control

____ 24 hr. humidity control

____ 24 hr. filtered air

____ simple air conditioning
(window units)

____ simple heating

Describe cooling, heating and humidity control systems for all areas where artifacts are kept.

Are environmental control systems in operation 24 hrs. a day? How often are environmental systems monitored?

What are the average temperature and humidity variations in all areas where artifacts are kept?

Is a record of variations of temperature and humidity kept?

How many of the following do you have available: Recording hygrothermographs _____

Psychrometers _____ Hygrometers _____

How often are they calibrated?

Are temperature and humidity levels monitored and recorded regularly in the exhibit areas _____ storage areas _____ and display cases _____?

What instruments are used for the above purposes?

Indicate frequency:

Who is responsible for monitoring?

Are there individual temperature and/or humidity controls for each exhibit and storage area?

Is your facility capable of building vitrines? _____

Are display cases equipped with dust filters? _____

Are objects ever positioned over or near heating, air conditioning or humidification vents or units?

_____ If yes, please describe:

Do exterior doors open directly into your temporary exhibition space? _____

If yes, how many? _____

Do exterior windows open directly into your temporary exhibition space? _____

If yes, how many? _____

If a ship, describe measures taken provide sufficient ventilation and prevent mildew.

LIGHTING

What type of lighting is used in the temporary exhibition area?

____ Daylight

____ Windows

____ UV Filtered

____ with shades/drapes

____ tungsten

____ Skylights

____ UV filtered

____ shades/drapes

____ Fluorescent

____ UV filtered

____ Incandescent

____ quality iodide

____ quartz

____ Other (specify):

Do you have a light meter? _____

How low can you adjust your light levels (Ft. Candles)?

Are display cases ever internally lit? _____ If so, list type of lighting: _____ Fluorescent
_____ Incandescent _____ UV filtered. Are objects in display cases safeguarded against
ultraviolet rays and heat build-up from interior lights? _____ If yes, how?

FIRE PROTECTION

Is your facility: _____ fire proof _____ fire-resistant
_____ treated with fire retardants? (specify):

Are hazardous/flammable materials stored in your facility
(paints, corrosives, etc.) _____ If so, are they stored in a well
marked area with appropriate fire safety symbols prominently displayed? _____

Is entire building protected by a fire and/or smoke alarm
system? _____ If yes indicate manufacturer:

If no, describe area not protected:

Are alarm/detection systems UL listed and installed according to UL specifications? _____
Are all emergency exit doors equipped with alarms? _____ If yes,
indicate type:

How often are systems checked? _____
By whom? _____

How is the fire/smoke alarm system activated in the Temporary exhibition area:
_____ Self-activated heat detection _____ Control Panel
_____ Self-activated smoke detection _____ Manual pull stations

Which of the above types applies to the storage areas?

Who does your fire system alert?

_____ In-house control panel _____ ---UL/FM approved central station (specify company)
_____ In-house audible _____ Other (specify):
_____ Local fire station - direct line

Indicate fire suppression system in operation:

_____ Sprinklers _____ Wet pipe
_____ Dry pipe _____ Pre-action
_____ Cross-zoned to the fire/smoke alarm system

Specify: Location:

Manufacturer:

Year installed:

Activated by _____ smoke _____ heat

Shut-off valve location

_____ Halon gas system: give location/manufacturer/year installed:

_____ Fire hose cabinets per local fire code _____ Portable fire extinguishers (specify type-pressurized water, carbon dioxide, etc).

In what areas and under what conditions is smoking allowed in your building?

How far is your facility from a fire station?

How long is the response time for the local fire department? How far is your facility from the nearest fire hydrant?

Do you have a fire emergency procedure? _____ If yes, how frequently is your staff trained in this procedure?

SECURITY

Describe hours and number of security personnel.

What type of security personnel are utilized:

_____ Regular security employees of your institution?

_____ Other staff

_____ Contract personnel

_____ Students

_____ Volunteers/docents

_____ Other (specify):

Is there a trained security supervisor in charge at all times? _____

If a vessel are there personnel on duty at all times? _____

Are your security personnel specially trained for your facility? _____

If yes, describe extent and length of training required.

Are guards: _____ Armed Pager equipped _____ Phone equipped _____ Radio Equipped

_____ Other (if so describe):

Are police background checks made on prospective security personnel? _____

Indicate number of guards normally on duty. Please indicate whether patrolling/stationary in each category.

| | Throughout Bldg | Temp. Exhib.Areas |
|------------------------------------------------|-----------------|-------------------|
| During public hours day/evening | _____/_____ | _____/_____ |
| When closed to public but open to employees | _____/_____ | _____/_____ |
| Closed hours | _____/_____ | _____/_____ |

How many guards are assigned to each exhibit area?

Is a guard assigned during installation and deinstallation? _____ If no, can one be if required.

How often are temporary exhibit areas checked when closed?
By whom?

How often are "checklist" checks made of the objects on
exhibition? By whom?

Are photographic records made of objects on temporary exhibition?

Are records kept of internal movements and relocation of borrowed objects?

Are all entrances and exits guarded by security personnel? _____ If no, explain.

Is every object moved in and out of the building signed in and out by security personnel?

Are the contents of briefcases, etc., checked by security personnel?

Indicate the positions/titles of individuals authorized to sign for the removal of museum objects from
the building?

Is there a sign-in/out procedure for guards and after hours personnel?

How many staff members have exterior door keys?_____ Specify positions/titles:

Are periodic exterior perimeter checks carried out? If yes by whom?

Describe exterior security lighting system, with number of lights, location, etc.

If a moored vessel, does the lighting system allow viewing the length of the vessel at the waterline?

Do you have an emergency disaster plan? If so, how often are personnel trained regarding this plan?

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

Is there an electronic security system throughout the building?
If no, which areas are not protected?

What types of detection equipment is in use?

- Magnetic contact
- Photo electric ray
- Ultrasonic
- Sound
- Motion
- Infrared
- Weight/press
- TV monitor/closed circuit
- Other:

Is the security system listed by Underwriters Laboratories?

Who does the alarm system alert?

- In-house
- local police - direct line
- UL/FM central station (specify company):
- Other:

If exterior doors open directly onto the exhibit area, indicate the type of locking mechanism.

If there are windows in the exhibit areas indicate type of physical security used.

Are all exterior openings (doors, windows, air ducts, etc. including roof openings) secured and alarmed? ____ If no, explain:

How often are security systems tested? By whom?

Are tests conducted to determine the adequacy and promptness of human response to alarms? ____ How frequently?

Are records kept of all alarm signals received with times, actions, and cause of alarm? ____ Who keeps these records?

Are glass or plexiglass cases available for fragile, small or extremely valuable items?

Specify: wall permanent ____

Free-standing (with type of construction) _____

Locked ____

Secured with exposed screws ____

Secured with covered screws ____

Secured with security screws ____

Seams sealed ____

Alarmed ____/type:

Other:

If no, can cases be borrowed or constructed? ____

Are small, wall-mounted objects affixed to make removal difficult? ____ By what means?

How are large framed items hung?

Can framed objects be individually alarmed?

Indicate methods used to deter public access to large exposed objects.

If building is used for other public activities, describe security procedures during these times.

HANDLING AND PACKING

Are there personnel available for loading/unloading? ____ If so, how many? ____
Supervised by whom?

Are written incoming and outgoing condition reports made? ____ By whom?

Do preparators use gloves when appropriate? ____

Do you have the capability of building crates in-house? ____

Is matting and framing carried out in-house? ____

Is matting and framing done by staff members? ____ If no, by whom?

Do you have a van or truck appropriate for transporting
objects? ____ Dimensions: Door: Interior:

Is vehicle:

air ride ____

climate controlled ____

alarmed ____

equipped with movable straps ____

INSURANCE

What company insures your facility (with address, telephone, name of contact person):

How long has this company insured your facility? _____

Does your coverage for borrowed items provide:

all risk coverage (wall to wall, on exhibit, in transit) subject to standard exclusions? ____

Burglar/theft coverage ____

Rising water/water damage ____

Natural disasters ____

What are any non-standard exclusions in the policy?

What are the deductible limits of coverage?

Have there been any damages or losses over \$5,000 to owned or borrowed collections in the last 5
years (whether or not a claim was filed)? ____

If so describe loss with date, value of items, circumstances, etc. Include any consequent litigation.

How many floors does your building contain? _____

If more than one floor what type of access is available:

stairs _____ elevator _____ Other _____

Has all asbestos material been removed from the building? _____

Is the building undergoing renovation at this time? _____

Is any major renovation or structural work planned during the next two years? _____ If so, explain:

Describe the layout of your exhibit area:

Is the exhibit area located in public activity areas such as: lobbies, lounges, hallways, cafes, classrooms, etc. _____ If so, please describe:

Is the exhibit area used only for viewing? _____ If not, what other functions does it serve?

Are there any water fixtures, pipes or accessories in the exhibit area? _____ If yes, describe:

Do you have a modular wall/partition system? _____ If so describe:

Is eating and drinking permitted in exhibition areas or artifact storage or receiving areas?

Are there routine professional inspections for rodents, insects, and micro-organism problems? _____

Describe routine extermination/fumigation procedures:

If the site is a preserved vessel please respond to the following questions:

Name and type of vessel:

General dimensions (length/beam/draft):

Date of construction and type of materials used:

Is the vessel: moored/free floating _____ Secured to a permanent below-water foundation _____ On a permanent in-ground foundation _____

Supported by above-ground stanchions or pillars _____

Which of the following are available for shipping/receiving:

Shipping/receiving door _____ Dimensions:

Raised loading dock (height from ground:

Dock leveller? _____

Forklift _____ Capacity:

Hydraulic lift _____ Capacity:

Ramp _____

Other-specify:

Do you have a freight elevator?

What is the maximum size crate the shipping/receiving door can accommodate? H W D

If a shipping/receiving dock is not available, describe method of receiving shipments:

What are your normal receiving hours?

Can deliveries be accommodated at other hours? _____

What size vehicles can the delivery area accommodate?

Is the delivery area sheltered _____ enclosed _____

Describe security precautions in the delivery area.

Have you a secure receiving area separate from the loading area? _____ Give dimensions of area:

If yes, is this area used for storage of borrowed artifacts?

How is access to the receiving area controlled?

Where are borrowed artifacts usually unpacked/repacked/prepared for exhibit?

If an off-site packing/preparation facility is used please describe.

Describe measures taken to prevent further incidents.

List other institutions from which you have borrowed (include dates of loans).

Additional information/comments.

VERIFICATION AND RESPONSIBILITY

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT BORROWER AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED ARTIFACTS.

SIGNATURE _____

TYPED NAME _____

TITLE _____

BORROWER _____

DATE _____

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