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| C:\Users\jebenj\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_CMYK.JPG | **ARCHIVES AND SPECIAL COLLECTIONS**  **FACILITIES REPORT** |

IT IS UNDERSTOOD THAT THE INFORMATION INDICATED IN THIS FORM IS CRITICALLY CONFIDENTIAL AND WILL BE USED BY THE POTENTIAL LENDING INSTITUTION ONLY IN EVALUATING FACILITIES OF POTENTIAL BORROWERS. NO COPIES WILL BE MADE OR DISTRIBUTED WITHOUT THE EXPRESS CONSENT OF THE SUBJECT INSTITUTTION.

**Borrowing Institution Profile**

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| Name of Institution |  |
| Street address |  |
| Delivery address detail |  |
| Name of chief executive officer |  |
| Outline Governance  (University, State, Federal, Council) |  |
| Name and title of person responsible for loans. | Name :  Position:  Office Phone:  Mobile:  Email: |
| If this is the first loan application to Archives and Special Collections please outline 3 recent past loans from other institutions (List or attach as appendix) | Name of Institution / Objects Types borrowed / Year  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| List of attachments | Staff List  Floor Maps/plans  Disaster Management Plan  Photographs of the proposed exhibition space |

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| **1. Environmental controls** | | | |
| **1.1 Temperature and humidity** | | | |
| * Do you have 24-hour air-conditioning | | | Yes  No |
| * Do you have 24-hour humidity control? | | | Yes ☐ No ☐ |
| * Are there dust (particulate) filters on the air-conditioning? | | | Yes  No |
| * Do you monitor temperature and relative humidity regularly?   If yes, how often.    Please indicate method or equipment used:  thermohygrograph  electronic data logger  other, please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Yes  No |
| **1.2 Lighting** | | | |
| How are your exhibition and storage areas lit (please tick)? | | | |
|  | Exhibition | Storage |
| UV-controlled fluorescent tubes |  |  |
| Incandescent/Tungsten |  |  |
| Fibre optic |  |  |
| LED |  |  |
| Auxiliary lighting |  |  |
| Other (please specify) | | |
| * Can the lighting in the exhibition areas be controlled using dimmer switches? | | | Yes  No |
| * How low are you able to adjust your light levels? | | | \_\_\_\_\_\_\_\_ lux |
| * Do you have illumination and UV light meters? | | | Yes  No |
| **1.3 Pest control** | | | |
| * Do you have regular inspection for insect and rodent infestation?   If yes, please describe. | | | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **1.4 Security** | |
| * Do you have your own licensed security staff? | Yes  No |
| * Do security officers patrol all areas of your institution? | Yes  No |
| * Do the security officers have other duties during security assignments?   If yes, please specify. | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * What type of security equipment do you have in your exhibition areas?   Guards on patrol  closed-circuit TV  motion detectors  other (please specify) | Yes  No  Yes  No  Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Are these utilised 24 hours per day?   If no, please specify | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * What type of security monitoring system/s do you use?   in-house annunciation to security office  annunciation to central control board  annunciation to local police department | Yes  No  Yes  No  Yes  No |
| * Do you have perimeter security intrusion protection? | Yes  No |
| * Are all emergency doors equipped with security alarms? | Yes  No |
| **1.5 Fire control** | |
| * What fire-protection systems are in use at your venue?   central alarm system  sprinkler system  heat (thermal) alarms  photoelectric smoke alarms    Fire-extinguishers: Specify which types (circle) | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Dry Chemical Powder, CO², Water, Foam, Wet Chemical |
| * Is the fire-protection alarm system keyed to the:   central security office  local fire department | Yes  No  Yes  No |
| * Are all security staff fully trained in fire-prevention techniques? | Yes  No |
| * Are you within five kilometres of a fire department?   If no, how long does it take the local fire department to arrive? | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.6 Other** | |
| * Is eating or drinking ever permitted in the following?   exhibition areas    (If yes, please provide details)  exhibition preparation area  storage area | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Yes  No  Yes  No |
| * Is smoking permitted in any parts of your venue?   If yes, where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No |
| **2. Exhibition spaces** | |
| **Please attach floor plans and photos if possible.** |  |
| **2.1** On which floor is the exhibition space located?  If the exhibition space is not on the ground floor, is there a freight lift?  If yes to lift, please supply the door size: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Yes  No  H: \_\_\_\_\_\_\_\_\_\_\_\_ x L : \_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.2** Is there level access from the receiving dock/unpacking areas?  Are the following areas accessible?  ramp  lift  stairs | Yes  No  Yes  No  Yes  No  Yes  No |
| **2.3** Will the objects be unpacked in exhibition area?  If not, please describe where. | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.4** Is the exhibition space located in a public activity area such a a foyer, hallway, library, educational area, cafe etc?    If yes, please describe. | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.5** Is the exhibition space used only for viewing?  If no, please describe. | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.6** Please supply the following details about the exhibition space:  Name of space (if any)  Overall dimensions  Type of floor surface and dimensions  Walls:  Ceiling type (i.e. false/drop panels) | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  H:\_\_\_\_\_\_\_ W:\_\_\_\_\_\_\_\_ L:\_\_\_\_\_\_\_\_\_  Floor Material \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sqm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fabrication/materials\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ceiling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.7** What are the size restrictions to the exhibition space (i.e. largest doorway)? (height, width, diagonal) | H:\_\_\_\_\_\_\_ W:\_\_\_\_\_\_\_\_ D:\_\_\_\_\_\_\_\_\_ |
| **2.8** Are there any water fixtures or accessories such as taps, plumping pipes, sprinkler systems, etc located in the exhibition space?    If yes, please describe. | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Display facilities** | |
| **3.1** Display cases:  Type of cases and number (include Materials)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Locked or non-locking  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fitted with dust seals  Fitted with internal lighting    If yes, what type. | Yes  No  Yes  No    Yes  No  Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.2** What hanging system/s do you use (please describe)? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4. Exhibition installations** | |
| **4.1** Who handles the installation of objects during exhibition installations? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.2** Do people handling objects wear gloves? | Yes  No |
| **4.3** Is a trained conservator available to undertake completion of condition reports and assist in the installation? | Yes  No |
| **4.4** Do volunteers assist in the installation of exhibitions?  If volunteers assist are they supervised by appropriate staff? | Yes  No  Yes ☐ No ☐ |
| **4.5** Do you keep an inventory (checklist) of the objects when they are on display?  How often is this checked  Who maintains the checklist? | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.6** Do you maintain records of internal movement and relocation of borrowed objects? | Yes  No |
| **4.7** Do you make a photographic record of objects within each exhibition area? | Yes  No |
| **4.8** Have there been any accidents or damage to previous loans in the last 5 years?    If yes, please attach appendix outlining incident | Yes  No |
| **5. Insurance** | |
| **5.1** Name of Borrower’s insurer:    Title/no. of policy: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **5.2** Is your insurance coverage all risk, on a wall-to-wall basis (while on exhibit and in transit), subject to standard fine art exclusions. | Yes ☐ No ☐ |
| **5.2** If requested can evidence of insurance cover be provided, naming the University of Melbourne as additional assured? | Yes  No |
| **6. Transport** | |
| **6.1 Transport to and from:**  International Art Services  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No  Yes  No |
| **7. Other Factors** | |
| **7.1** Will there be any building construction or renovations in the building during the period when the items are proposed to be on display?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No |
| **7.2** Are there any other risk factors that your institution is aware of that may in any way affect the items that are proposed to be on display? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No |

**8. Verification and Declaration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I THE UNDERSIGNED AM A LEGALLY AUTHORISED AGENT FOR THE SUBJECT INSITUTION AND HAVE COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILTY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE SIGN AND DATE BELOW TO INDICATE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT HAS BEEN REVIEWED FOR ACCURACY AND HAS BEEN UPDATED WHERE NECESSARY WHEN IT IS REISSUED.

SUBSEQUENT REVIEWS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date

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Signature Title Date