

## FACILITIES REPORT

### To the prospective Lender:

This report about our building facilities, insurance coverage, security, object care and handling capabilities will help evaluate our loan request. Should you have questions, please call the Registrar - Office at 0049 - 228- 9165 269; or Fa: 0049 - 228 - 91 65 032 / 333.

### I. Borrowing Institution

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

State/Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fa Number: \_\_\_\_\_

Type of Institution and general activities: \_\_\_\_\_

Person responsible for all aspects of this loan:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### II. Description of Loan/Ehibition

Ehibition Title/Loan Purpose: \_\_\_\_\_

Proposed dates of loan (not necessarily ehibit opening and closing dates, but when objects will be needed and when they will be returned): \_\_\_\_\_ to \_\_\_\_\_

Traveling ehibit schedule and location(s): \_\_\_\_\_

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

Description of items to be borrowed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Insurance**

The borrowing institution currently has insurance coverage for the following:

A) All risk, museum coverage on a wall-to-wall basis, subject to standard exclusions on all collections owned or borrowed? Yes [ ] No [ ]

B) Legal liability for property of others in its care, custody, and control? Yes [ ] No [ ]

If Yes, state limit of liability: \_\_\_\_\_

C) Fire and extended coverage on the building intended to house the borrowed items? Yes [ ] No [ ]

D) Burglary and theft insurance on its property housed in the building to be used for this exhibit? Yes [ ] No [ ]

E) What are the applicable non-standard exclusions in your policy?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F) What are the deductible limits of coverage?  
usual limits; corresponding to fine arts insurance \_\_\_\_\_

G) What company carries your insurance?  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

How long has this company carried your insurance?  
\_\_\_\_\_

H) Have there been any damages or losses to property of others in the past three years? Yes [ ] No [ ]

If Yes, state the circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **IV. Security and Protection**

The building(s) and area(s) intended to house the borrowed item(s) is/are:

- A) Of fire-resistant construction? Yes [ ] No [ ]
- B) Within 5 miles of fire department? Yes [ ] No [ ]  
– Response time:  
– Volunteer [ ] or Paid [ ]
- A) Within 600 feet of fire hydrant? Yes [ ] No [ ]
- B) Equipped with:  
– Fire extinguisher in exhibit and storage area? Yes [ ] No [ ]  
– Personnel trained in the use of extinguisher? Yes [ ] No [ ]  
– Sprinkler system? Yes [ ] No [ ]  
– Heat and smoke alarms? Yes [ ] No [ ]  
– Are these central station alarms? Yes [ ] No [ ]
- E) Equipped with electronic burglar alarm systems? Yes [ ] No [ ]  
– Are these central station alarms? Yes [ ] No [ ]
- F) Serviced by full-time 24-hour professional guard force? Yes [ ] No [ ]
- G) Equipped with double-cylinder, dead-bolt locks on all access doors when not open to the public? Yes [ ] No [ ]
- H) Equipped with locks and protective bars on windows, if accessible from ground level? Yes [ ] No [ ]
- I) Equipped with exhibit cases that are locked? Yes [ ] No [ ]  
– Are these cases alarmed? Yes [ ] No [ ]  
– If no, can cases be alarmed? Yes [ ] No [ ]
- J) Are keys to storage, exhibit cases, and exhibition spaces controlled? Yes [ ] No [ ]

By whom? Head of security-department

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- K) Who has after-hours access to exhibit cases and storage and exhibition spaces?  
Sentry squad and Head-of-Conservation Department
- Is this access monitored? Yes [ ] No [ ]
- L) Do you regularly „inventory“ loan objects in storage and exhibit areas (and during installation)? Yes [ ] No [ ]  
If Yes, how often? Every day
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- M) Is the building located in an area subject to floods?  
– earthquakes? Yes [ ] No [ ]  
– tornados? Yes [ ] No [ ]  
– hurricanes? Yes [ ] No [ ]  
– other weather problems? Yes [ ] No [ ]  
(If Yes, explain) \_\_\_\_\_
- 

- N) Is the building located near a nuclear reactor site? Yes [ ] No [ ]  
– war zone? Yes [ ] No [ ]  
– within an airport landing pattern? Yes [ ] No [ ]

## V. Object Care

A) Are your storage and exhibition spaces equipped with temperature and humidity controls?

Yes [ ]

No [ ]

If Yes, state type: Thermo-Hygrograph

B) Do you keep records of temperature/relative humidity fluctuations?

Yes [ ]

No [ ]

Range of temperature: 20°C/68°F Range of relative humidity (%) 50 %

C) What is the light source in the exhibition area(s)?

- incandescent?

Yes [ ]

No [ ]

- fluorescent?

Yes [ ]

No [ ]

- daylight?

Yes [ ]

No [ ]

How is this light filtered? UV-Filter

What is the minimum foot-candle level? 50 Lu, if

D) Are objects in display cases safeguarded against heat build-up from interior lights?

Yes [ ]

No [ ]

Is the case provided with dust filters?

Yes [ ]

No [ ]

E) Is your building regularly fumigated against insects and vermin?

Yes [ ]

No [ ]

F) Do you regularly fumigate museum objects that are or may be infested?

Yes [ ]

No [ ]

If Yes, what method is used? \_\_\_\_\_

G) Do you permit smoking, drinking, or eating in exhibit, shop, or storage areas?

Yes [ ]

No [ ]

If Yes, please explain \_\_\_\_\_

H) Is the exhibition area used for other functions?

Yes [ ]

No [ ]

If Yes, please explain \_\_\_\_\_

## VI. Objects Transport and Handling

A) How will borrowed objects be transported to and from your building?

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B) If transported by you, will the objects be in weather light, locked vehicles and properly secured against damage or loss in transit?

Yes [ ]

No [ ]

What are the security arrangements for overnight or rest stops?

C) Do you have adequate, secure work space for unpacking, repacking, and preparing objects for display?

Yes [ ]

No [ ]

D) Do you have adequate, protected, climate-controlled storage facilities to store object containers and packing materials?

Yes [ ]

No [ ]

E) Do you have service elevators adjacent to loading platform and exhibit area?  
Yes [ ] No [ ]

Cubic capacity 40 m<sup>3</sup> Weight capacity: 5.000 hgs

F) What is the maximum weight and size of crates you can accommodate?

Weight: \_\_\_\_\_ Size: up to 2,9 2,5 5 m

G) Will you provide experienced, competent museum object handlers?  
Yes [ ] No [ ]

H) Do you have an individual trained in collections care and/or registration?  
Yes [ ] No [ ]

I) Do you have a well-equipped and staffed conservation laboratory?  
Yes [ ] No [ ]  
Or access to such facilities? Yes [ ] No [ ]

J) Describe how items are to be installed in the display area; include mounting techniques and materials: dep..... on items;

\_\_\_\_\_  
(Attach continuation sheet, if necessary)

**K) Attach a photograph/drawing of the intended display area; include dimensions, location of windows and doors.**

Report completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_