



Confidential

This Facilities Report was devised by the United Kingdom Registrars' Group (UKRG) in consultation with the Museums, Libraries and Archives Council.

The form will enable lenders to assess the practicalities involved in making loans. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.

**It should therefore be completed and returned as quickly as possible.**

The form is intended for use in all kinds of museums and galleries, irrespective of type of collection or size. For this reason not all questions will be relevant to every borrower. However as a standard form it can be filled in once and updated for use with any future loan requests. Please complete the form therefore as fully and accurately as possible, adding any other information which you feel may be relevant. You should retain a copy for future use.

<b>Lending Institution Address</b>	
<b>Contact Position Telephone Fax Email Lending Institution's Reference Code</b>	
<b>Loan Venue Address</b>	
<b>Contact Position Telephone Fax Email Purpose of Loan/Title of Exhibition Dates at this Venue Date Form Completed</b>	

**[A] Building**

This section aims to create a picture of the type of building in which loans would be housed, as well as covering potential dangers such as building work and infestation by pests. It would be helpful if a photograph or postcard could be included.

Please note parts of this section are replicated in the UKRG Standard Facilities Report Security Supplement.

1.1 Are your premises purpose-built galleries / museums / other?										
1.2 If "OTHER" please supply details										
2. When were your premises completed?										
3.1 What type of building materials are used in the construction of the building?		<b>Brick</b>	<b>Concrete</b>	<b>Glass</b>	<b>Safety Glass</b>	<b>Steel</b>	<b>Stone</b>	<b>Wood</b>	<b>Other*</b>	
	<b>Exterior Walls</b>									
	<b>Interior Walls</b>									
	<b>Ceilings</b>									
	<b>Structural Supports</b>									
	*If <i>other</i> please provide details									
4.1 Do you have any construction or refurbishment work in progress or planned within the next 3 years?	<b>YES/NO</b>									

<p>4.2 If <b>YES</b>, please supply details (nature of work, dates)</p>	<hr/> <hr/> <hr/> <hr/>
<p>5.1 Have your premises ever been assessed by the UK Museums Security Adviser based at MLA or ACE?</p> <p>5.2 If <b>YES</b>, please supply details</p>	<p><b>YES/NO</b></p> <hr/> <hr/> <hr/> <hr/>
<p>6. Does your institution have a procedure in place to deal with emergencies? (e.g. a disaster plan)</p> <p>If <b>YES</b> please supply a copy</p>	<p><b>YES/NO</b></p>
<p>7. In the event of an emergency who would be authorised to remove items from danger?</p>	<hr/> <hr/> <hr/> <hr/>
<p>8.1 Is smoking permitted anywhere in the building?</p> <p>8.2 If <b>YES</b>, please state where and how this is controlled</p>	<p><b>YES/NO</b></p> <hr/> <hr/> <hr/> <hr/>
<p>9.1 Do you make routine inspections for rodent, insect and micro- organism problems?</p> <p>9.2 If <b>YES</b>, please supply details</p>	<p><b>YES/NO</b></p> <hr/> <hr/> <hr/> <hr/>

**[B] Exhibition area**

The information requested in this section will help lenders and borrowers decide which is the safest way of displaying a loan, as well as consider the practicalities of lending/borrowing physically problematic objects.



displays etc. • checking of equipment	
--	--

**[C] Access**

The information requested in this section allows borrowers and lenders to think in terms of the problems that may be encountered (stairs, awkward corners etc.) when moving large or heavy objects and plan necessary precautions.

1.1 Are there any restrictions to vehicle access to your premises (low archways, tight corners, size/weight restrictions etc.)?	<b>YES/NO</b>
1.2 If <b>YES</b> , please supply details	
2.1 Do you have a covered loading bay?	<b>YES/NO</b>
2.2 If <b>NO</b> , where do you take a delivery of loans?	
3.1 Do you have a goods lift?	<b>YES/NO</b>
3.2 If <b>YES</b> , what are its interior dimensions/load capacity?	
3.3 If <b>NO</b> , how do you move loans between differing floor levels?	
4. What is the maximum size of object/packing case that can be brought into the exhibition space by the normal route?	

## [D] Handling

The information requested here allows borrowers and lenders to agree on the most appropriate handling method/procedures for particular loans.

1.1 Who carries out the packing/handling of loans?	
1.2. What training etc. have they received?	
2. Where do you unpack/repack loans prior to and after display?	
3. Where are cases, packing materials etc. stored?	
4. Who is responsible for completing incoming /outgoing condition reports?	
5.1 Are regular checks made for dust and damage?	
5.2 If <b>YES</b> , by whom and how often?	
6. Who dusts etc. loans on open display?	

**[E] Environmental conditions**

This section is intended to assess the prevailing environmental conditions at a loan venue and identify any potential problems so that workable solutions can be agreed.

Please note that this section covers both the exhibition area as a whole and the possible use of display cases.

Please attach copies of readings for temperature and relative humidity for the areas in which you propose to display loans. The readings should be continuous and cover the period of the previous year equivalent to that of the loan period. They should clearly show the rate of change on the most regular basis available.

If these are not available please provide as much information as you are able.

**(a) Temperature and Humidity**

<p>1. Do you monitor temperature and relative humidity on a regular basis:</p> <p>1.1. In the exhibition area?</p> <p>1.2. In display cases?</p>	<p></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>
<p>1.3 If <b>YES</b>, please supply details (method or equipment used, frequency of calibration or service)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>2. What ranges of temperature and relative humidity are maintained over the year?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>3. How is temperature and relative humidity controlled:</p> <p>3.1 In the exhibition area?</p> <p>3.2 In display cases?</p>	<p></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

4. Are these control methods in operation 24 hours per day:	
4.1 In the exhibition area?	<b>YES/NO</b>
4.2 In display cases?	<b>YES/NO</b>
5.1 Do you maintain the same environmental conditions in your storage, unpacking or packing areas as are maintained in exhibition areas?	<b>YES/NO</b>
5.2 If <b>NO</b> , please supply details of conditions and controls	    
6.1 Do you have the means of controlling atmospheric pollutants (e.g. dust filters)?	<b>YES/NO</b>
6.2 If <b>YES</b> , please supply details of method used	    

**(b) Lighting**

1. How are exhibition areas lit overall?	    
2. What type of light is used to illuminate individual loans:	
2.1 in exhibition areas?	    





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

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**When returning this facilities form please include:-**

(Tick as appropriate)

- |   |  |
|---|--|
| <input type="checkbox"/> Floor plans of each of the exhibition spaces to be used clearly indicating the position of the relevant display case(s). | <input type="checkbox"/> Lock manufacturer's information or specification      |
| <input type="checkbox"/> Case manufacturer's information or specifications  | <input type="checkbox"/> Any other information which you feel might be helpful |

**Copyright Notice**

These guidelines have been prepared by UKRG. They may be freely reproduced and distributed within the museums, galleries, archives, library and information professions provided that the source is acknowledged.

© 2015 UKRG