

III

E 124

A preventive conservation
C A L E N D A R
for the smaller museum

memo
&
book
Tables



ICCR OM

55704

1 Documentation

SPOT-CHECK OF LOCATION CODES ON FURNITURE

Location	Correct code mark found	Incorrect code mark found	No code mark
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----
_____	-----	-----	-----

CHOOSE 10 SPECIFIC LOCATIONS IN 3 DIFFERENT AREAS IN STORAGE AND DISPLAY
(i.e., A TOTAL OF 30 LOCATIONS) AND FIND THE LOCATION CODE MARK ON EACH

Name

Date

4 Keeping SPOT-CHECK: CONDITION OF SUPPORTS

	1	2	3	4	5
Location, use Code if possible or describe					
Secured firmly to wall / floor					
Stable unless pushed or kicked hard					
Moves when handled, e.g., cleaning a showcase					
Moves if machinery, e.g., floor polisher is used nearby					
Moves when you walk past it					
Support moves but object is securely held to it					
Object moves around on the support when that moves					
Other					
Support broken					
Support worm eaten					
Support corroding					
Support's paint flaking					
Other					

IDENTIFY 3 DIFFERENT TYPES OF SUPPORT FURNITURE OR SUPPORT USED FOR STORAGE OR DISPLAY. CHECK 5 EXAMPLES OF EACH FOR STABILITY AND THAT THE MATERIALS HAVE NOT DETERIORATED SO AS TO ENDANGER THE OBJECT(S)

Name

Date

5 Keeping SPOT-CHECK: CLEANLINESS

Date

Weather outside

wet / windy / dry

☐	☐	☐
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Location

number or name

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Area type

e.g. store, corridor

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Position of dirt
e.g., window ledge

Type of dirt
e.g. cigarettes,
dust thick or thin,
leaves, paper,
drink cans,
rodent droppings

Position 1	Position 2	Position 3	Position 4

Position of dirt
e.g., window ledge

Type of dirt
e.g. cigarettes,
dust thick or thin,
leaves, paper,
drink cans, rodent
droppings

Position 1	Position 2	Position 3	Position 4

WALK ROUND PUBLIC AND PRIVATE AREAS OF THE MUSEUM AND CHECK CLEANLINESS.

Name

Date

6 Keeping SPOT-CHECK: OVERCROWDING

Area 1

Area 2

Area 3

Name/Location code

Type of overcrowding:
e.g., stacked, boxed, hanging

Materials present:
e.g., basketry, feather, paper,
painted surfaces, pot-sherd

Deterioration observed:
Surface: flaking, rubbed, scored

Edges:
chipped, torn

Shape:
distorted, squashed, folded,
creased

Other (describe)

Area 1	Area 2	Area 3

Space is available (Yes/No):
to inspect each object with
minimum handling

to lift an object without risk to
any others

to use a vacuum cleaner so that no part of it
could damage any object

to use a brush or mop without
damaging any object

CHOOSE 3 AREAS OF OVERCROWDED COLLECTIONS IN STORAGE AND CHECK ALL OBJECTS VISUALLY FOR DETERIORATION

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Name

Date

7.1 Movement

SPOT-CHECK: EVENTS LAST YEAR THAT INVOLVED THE MOVING OF OBJECTS

Title & Type	Approximate number or objects involved	Staff handling or moving objects	Outsiders touching or moving objects: e.g., local communities, schools
Education programmes			
Cleaning of displays			
Other			
Education programmes			
Cleaning of displays			
Other			

LIST ROUTINE EVENTS IN THE LAST YEAR WHICH INVOLVED THE MOVING OF OBJECTS

7.2 Movement

SPOT-CHECK: MAJOR EVENTS SCHEDULED FOR THE NEXT 18 MONTHS

Title & Type	Collections Objects	Outsiders involved: e.g, contractor, other museum	Staff involved	Outsiders involved: e.g, contractor, other museum
Excavation,				
loan,				
research,				
exhibition, short or long				
Excavation,				
loan,				
research,				
exhibition, short or long				

LIST ALL MAJOR EVENTS PLANNED FOR THE NEXT 18 MONTHS

Name

Date

8 Movement
SPOT-CHECK: HANDLING

	Activity being carried out	Unnecessary move of object	Reason
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

LIST UNNECESSARY AND INCORRECT
OBJECT MOVEMENTS MADE

Estimated **GRAND TOTAL** of
unnecessary and incorrect object
movements in the museum

Year	Number

Name

Date

SPOT-CHECK: HANDLERS AND EQUIPMENT

	Job title	Name	Year trained	List of equipment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

STAFF TRAINED IN HANDLING OBJECTS

Name

Date

SPOT-CHECK: OBJECT ROUTES - THEIR HAZARDS AND OBSTRUCTIONS

Route number / name

Starting point: e.g., office, students' room,
photo studio

Destination: Store name
Bay / Rack / Shelf number/Box number
Other

Number of hazards on route: e.g.,
Flights of stairs
Blind corners
Parts of route too narrow
Doors
Part of route is outside the building
Other

Route or doors obstructed by:

Museum objects
Exhibition materials, e.g., old mounts and cases
People working, e.g., electrician, researcher
Equipment, e.g., chairs, buckets, stationery
Rubbish
Other

Total hazards

Total obstructions

NOTE HAZARDS AND OBSTRUCTIONS ON A ROUTE THAT OBJECTS TAKE IN ROUTINE ACTIVITIES. REPEAT FOR 3 ROUTES.

Name

Date

11 Dramatic SPOT-CHECK: FLOODING

	Area 1	Area 2	Area 3
Name/location code of the area			
Number of objects per area = A			
Number of objects at high risk = B (on the ground, within 10 cm of the ground, close to water pipes, other)			
Outside threats (below level of nearby river, sea, dam, sewers, storm drains, other) Yes = 1 No = 0			
Inside threats (sprinklers for fire control, water pipes, sinks, taps, toilets, areas below ground level, other) Yes = 1 No = 0			
Total threats = C			
Grand total $\frac{B}{A} \times 100 \times C =$			

WALK ROUND INSIDE AND OUTSIDE THE BUILDINGS NOTING THE POSSIBLE SOURCES OF FLOODING AND OBJECTS AT HIGH RISK. ENTER THE TOTAL NUMBER OF POSSIBILITIES FOUND AND OBJECTS AT RISK ON THE CHART.

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Name

Date

12 Dramatic SPOT-CHECK: FIRE

	Area 1	Area 2	Area 3
Name/location code of the area			
Number of objects per area = A			
Number of objects at high risk = B (paper, wood, basketry, textiles, cellulose acetate film, fireworks, firearms, ammunition)			
Outside threats (fires for waste disposal, vehicle and fuel oil stores, other) Yes = 1 No = 0			
Inside threats (loose electric wiring, stored fuel oil or solvents, areas where smoking is permitted, plastic dust covers, synthetic fabric curtains, foam-filled seating, ovens, cookers, heaters, workshops, dry rubbish, other) Yes = 1 No = 0			
Total threats = C			
Grand total $\frac{B}{A} \times 100 \times C =$			

WALK ROUND INSIDE AND OUTSIDE THE BUILDINGS NOTING THE POSSIBLE SOURCES OF FLOODING AND OBJECTS AT HIGH RISK. ENTER THE TOTAL NUMBER OF POSSIBILITIES FOUND AND OBJECTS AT RISK ON THE CHART.

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Name

Date

13 Dramatic SPOT-CHECK: THEFT RISKS

Name/location code of the area

Number of objects at high risk

(objects or collections of great local cultural or political significance, precious metals, internationally famous pieces, firearms, other)

Check-list

1. High local crime rate
2. Secluded access roads or isolated location
3. Overhanging trees
4. More than two entrances
5. Doors and windows without locks or bars
6. Ventilators, hoists
7. Weak materials in walls and doors
8. Security lights not working
9. Open passages between public and private rooms
10. Broken locks
11. Doors with loose hinges or wedged open
12. Air-treatment units and ducting
13. Alarm system non-existent or not working
14. Loose control of keys
15. No written regulations
16. No night watchmen
17. Untrained security guards
18. Other:

Area 1

Area 2

Area 3

Yes	No	Yes	No	Yes	No
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
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☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐

TOTAL OF YES

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WALK ROUND INSIDE AND OUTSIDE THE BUILDINGS NOTING THE POSSIBLE SOURCES OF THEFT AND OBJECTS AT HIGH RISK. ENTER THE TOTAL NUMBER OF POSSIBILITIES FOUND AND OBJECTS AT RISK ON THE CHART.

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Name

Date

14 Progressive

[illegible]

CHOOSE 10 PLACES IN STORES AND 10 IN DISPLAY WHERE DYED TEXTILE OR PAINTED PAPER OR OTHER SENSITIVE OBJECTS ARE WITHIN 2 METRES OF A LIGHT SOURCE & COMPARE TOP AND UNDERSIDES

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Name

Date _____

16 Progressive

K: PEST DAMAGE

[illegible]

TOTAL

 N° N° N°

Nº

Memo

Type of material

Wood

Wool, fur, etc.

Evidence of old attack

Worm holes dusty, discoloured inside

Surface grazed, holes in fabric

Evidence of probable active infestation

Worm holes clean, new wood colour inside

Dead moths, small beetles, frass, loose fur or wool below object, white 'cobwebbing' on inner surfaces

Evidence of active infestation

Piles of fine wood dust below object,
beetles, live or dead, nearby

Live 'maggots' in webbing, seams or folds. Live moths or beetles nearby.

Name _____

Date _____

1

SURVEY: LOCATION CODES ON FURNITURE

[illegible]

TOTALS

11/11/2016

NOTE ALL AREAS AND LOCATIONS WHERE A LOCATION CODE IS MISSING OR INADEQUATE

Name _____

Date _____

3 Documentation

SURVEY: FINDING OBJECT NUMBERS IN REGISTER
OR INDEX

[illegible]

CHOOSE 200 OBJECTS FROM DIFFERENT PLACES THROUGHOUT THE MUSEUM AND
FIND THE INDEX / REGISTER ENTRY FOR EACH ONE

Name _____

Date _____

[illegible]

WALK ROUND THE MUSEUM AND COUNT THE NUMBERS OF EACH TYPE OF SUPPORT USED

Name _____

Date _____

5 Keeping CLEANLINESS

Date

Weather outside

wet / windy / dry

☐ ☐ ☐

Location

number or name

Area type

e.g. store, corridor

Position 1

Position 2

Position 3

Position 4

Position of dirt
e.g., window ledge

Type of dirt
e.g. cigarettes,
dust thick or thin,
leaves, paper,
drink cans,
rodent droppings

Marker left
Marker covered;
in thin layer of dust
in thick layer of dust
Marker not visible
Marker not there

CHOOSE 4 POSITIONS IN 6 DIFFERENT AREAS AND LEAVE MARKERS. REVISIT AND CHECK AT REGULAR INTERVALS

Name

Date

6 Keeping SURVEY OF OVERCROWDING

	Area 1	Area 2	Area 3	Reason
Number of objects less than 1/3 greatest width apart				
Number of objects stacked on top of each other				
Number of objects on the floor				
Number of objects obstructing circulation				

EXAMINE 200 OBJECTS IN 3 OVERCROWDED AREAS AND RECORD YOUR FINDINGS

Name

Date

7.1.1 Movement

SURVEY: MOST POPULAR OBJECTS

Collection name

Single object name or number

Loans
Exhibition
Research
Photography
Education
Other

DISCOVER THE MOST POPULAR OBJECTS / COLLECTIONS

7.1.2 Movement

SURVEY: DAMAGE TO MOST POPULAR OBJECTS

Object number	Old record: type and date	Changes noted (describe)

TOTAL CHANGES

COMPARE PAST AND PRESENT CONDITION OF 20 POPULAR OBJECTS

Name

Date

7.2.1 Movement

**MONITORING PROGRAMME: STUDY OF
MAJOR EVENT**

Title & type: e.g., excavation, exhibition, loan	Collection and (approximate) number of objects involved	Staff handling or moving objects	Trained in object handling? Yes/No

DISCOVER TIMES OF HIGH OBJECT MOVEMENT AND HANDLING REQUIREMENTS

7.2.2 Movement

**MONITORING PROGRAMME: OBJECT TRACKING
DURING MAJOR EVENT**

Object Number	Number of tick marks on Label 1	Number of tick marks on Label 2	Total

TRACK 4 OBJECTS THROUGH THE EVENT

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Name

Date

SURVEY OF OBJECT ROUTES

[illegible]

RECORD HAZARDS AND OBSTRUCTIONS ON OBJECT ROUTES THROUGH THE MUSEUM

Name _____

Date _____

11 Dramatic ANALYSIS: FLOODING RECORDS

INCIDENT	YEAR (APPROXIMATE)	NUMBER OF OBJECTS INVOLVED
Small flood, e.g., blocked drain Major flood		
Measures taken during the event, staff involved, fire brigade and other help, etc. Preventive measures taken after the event		

DISCOVER HOW MANY MAJOR AND MINOR INSTANCES OF FLOODING THERE HAVE BEEN OVER THE LAST 10 YEARS

Name

Date

12 Dramatic
ANALYSIS: FIRE RECORDS

INCIDENT	YEAR (APPROXIMATE)	NUMBER OF OBJECTS INVOLVED
Small fire, e.g., waste bin, cooking out of control Large fire		
Measures taken during the event, staff involved, fire brigade and other help, etc. Preventive measures taken after the event		

DISCOVER HOW MANY MAJOR AND MINOR INSTANCES OF FIRE THERE HAVE BEEN OVER THE LAST 10 YEARS

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*Name**Date*

13 Dramatic
ANALYSIS: INCIDENCES OF THEFT

INCIDENT	YEAR (APPROXIMATE)	NUMBER OF OBJECTS INVOLVED
Attempted break-in		
Successful burglary		
Theft from display during opening hours		
Vandalism		
Preventive measures taken, staff involved, links and agreements with police station, etc.		

DISCOVER HOW MANY MAJOR AND MINOR INSTANCES OF THEFT THERE HAVE BEEN OVER THE LAST 10 YEARS

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*Name**Date*

SURVEY: WINDOWS AND FLUORESCENT LAMPS
WITH NO MEANS TO CUT LIGHT

Storage areas

Exhibition areas

Total number of windows

Number without curtains, shutters

Number with curtains, etc. but broken or unused

Total number of fluorescent lights

Number without UV filters

IDENTIFY + QUANTIFY SITUATIONS WHERE OBJECTS ARE OVEREXPOSED TO LIGHT

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Name

Date

15.1 Progressive
SURVEY: MOISTURE - SUSCEPTIBLE OBJECTS

	Area 1	Area 2	Area 3
Number of active occurrences of mould			
Number of active occurrences of corrosion			
Number of active occurrences of salt efflorescence			

OUT OF 200 OBJECTS, RECORD THE NUMBER AFFECTED BY MOULD, CORROSION OR
EFFLORESCENCE IN EACH AREA

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*Name**Date*

SURVEY: MOISTURE SOURCES - EXTERNAL

Location

Evidence

**Number
or code**

**Column 5
Number of
related evidence
inside**

Roof

Construction:
pitched, flat
eaves, amount of
overhang

Materials:
metal
tile
wood
straw
other

Walls

Materials:
metal
brick
stone
wood
straw
other

Damp Coursing:
none
broken
below soil level

Windows & Doors:
facing rain-bearing
winds

**Points for
Penetration of
Moisture**

Hole in roof
Dislodged tiles

Blocked or broken:
gutter
downpipe
sewers
field drain

Broken window

Dripping cistern over-
flow
Dehumidifier outlet

Plants growing in or
against the walls

Other

WALK ROUND OUTSIDE THE MUSEUM MARKING ALL POSSIBLE POINTS OF ENTRY OF MOISTURE ON THE CHART

Name

Date

15.2.2 Progressive SURVEY: MOISTURE SOURCES - INTERNAL

	Location	Evidence	Number or code	Column 5 Number of related evidence outside
Walls & Floors Construction: load bearing partition not floor to ceiling Materials: concrete wood other				
Plumbing Location of: water tanks pipes toilets kitchens				
Evidence of penetration of moisture Water stains on ceiling Wall: feels wet, sweating, loose or powdering plaster, salt efflorescence, algae or moss growth Floor: salt efflorescence, algae or moss growth, beads of moisture on it, puddles of water Other				

WALK ROUND INSIDE THE MUSEUM MARKING ALL POSSIBLE POINTS OF ENTRY OF
MOISTURE ON THE CHART

Name

Date

