

**FACILITY CHECKLIST FOR SPACES HOUSING DOI MUSEUM PROPERTY
(NON-DOI FACILITIES)**

Purpose: This Checklist is required for evaluating facilities, procedures, and operations used to preserve and protect DOI museum collections in exhibit and storage spaces within non-DOI facilities. The Checklist is used in a dialog with responsible staff to evaluate compliance with the required standards in Part 411 of the Departmental Manual (411 DM), *Identifying and Managing Museum Property*, and DOI Museum Property Directive (Directive) #4, *Required Standards for Managing and Preserving Museum Property*. The Checklist is also used to develop corrective actions that will improve conditions in the spaces that house DOI museum collections.

Core Plans and Management Tools¹

| Plan Name | Score: 0 - 4 | Date Approved |
|--|--------------|---------------|
| Collection Management Plan | _____ | _____ |
| <p>The Collection Management Plan (CMP) documents the unit’s strategic requirements in regard to the long-term management, care, and preservation of its museum collections; includes recommendations for correcting any identified deficiencies; and has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p> | | |
| Emergency Management Plan | _____ | _____ |
| <p>The Emergency Management Plan (EMP) must identify all of the local threats (as listed below) and include the following key elements: 1) risk mitigation, response, and recovery for museum collections appropriate to each threat; 2) risks to the spaces, as identified by a structural fire survey; 3) appropriate staff, training, and drills; and 4) locations of all of the spaces that house collections. The EMP has been reviewed, and updated if necessary, in the last five years.</p> <p>List the local threats to museum collections:</p> <p><input type="checkbox"/> Fire <input type="checkbox"/> Flooding (human-caused and/or on 100- or 500-year floodplain)</p> <p><input type="checkbox"/> Hurricane <input type="checkbox"/> Earthquake <input type="checkbox"/> Tornado <input type="checkbox"/> Severe windstorm</p> <p><input type="checkbox"/> Crime <input type="checkbox"/> Civil unrest <input type="checkbox"/> Other _____</p> <p><u>Comments:</u></p> | | |
| Plan Name | Score: 0 - 4 | Date Approved |

¹ Core Plans and Management Tools may be separate documents, as described here, or the key elements may be combined in one or more plans or management documents. Where combined, the goal is to determine to what degree each set of key elements is addressed in the unit’s written plan(s).

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient

| | | |
|--|--|--|
| Security Plan | | |
| <p>A Security Plan establishes the museum security program. The Security Plan must include procedures for: 1) authorizing access, including key control and opening and closing requirements; 2) recording/tracking object movement; 3) using a combination of staff, mechanical devices, and/or electronic systems that are adequate to the risks; 4) securing exhibits at all times; and 5) staff training. The Security Plan has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p> | | |
| Integrated Pest Management Plan | | |
| <p>An Integrated Pest Management (IPM) Plan specifies the procedures to prevent and resolve pest problems in the most efficient and ecologically sound manner without compromising the safety of the collections, visitors, and staff. The IPM Plan must be implemented for all spaces housing museum collections and include procedures for: 1) monitoring and inspecting the objects and spaces; 2) identifying and documenting the presence of pests; 3) discouraging/mitigating pests by habitat modification and good housekeeping; 4) response/treatment; and 5) training. The IPM Plan has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p> | | |
| Housekeeping Plan | | |
| <p>A Housekeeping Plan provides clear direction for minimizing agents of deterioration and maintaining clean spaces and objects. The Housekeeping Plan must include: 1) procedures and schedules for performing housekeeping tasks; 2) proper handling and cleaning methods and techniques; 3) identifying and training responsible staff; 4) supplies and equipment to be used; and 5) restrictions on smoking, drinking, and eating in collection storage spaces and rules for these activities in other spaces. The Housekeeping Plan has been reviewed, and updated if necessary, in the last five years.</p> <p><u>Comments:</u></p> | | |
| Other Plans and Management Tools | | |
| <p>List any other museum planning and management documents the facility has:</p> | | |

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient

Space ___ of ___

| Evaluation Elements for Exhibit and Storage Spaces | Score: 0-4 or NA | Estimated Cost |
|--|------------------|----------------|
| Environmental Controls | | |
| 1. A qualified museum professional has assessed the space and has determined the appropriate environmental controls for the objects. | | |
| Comments: | | |
| 2. The environment in the space is controlled to protect the predominant collections. | | |
| Comments: | | |
| 3. Appropriate microclimates are used in the space to protect environmentally sensitive objects. <u>(Enter NA if there are no environmentally sensitive objects in the space.)</u> | | |
| Comments: | | |
| 4. Temperature and relative humidity: - are monitored in the space on an appropriate schedule and - deficiencies are addressed. | | |
| Comments: | | |
| 5. Visible and ultraviolet light: - are monitored in the space on an appropriate schedule and - deficiencies are addressed. | | |
| Comments: | | |
| 6. If there are windows in the space, the museum objects are appropriately protected from agents of deterioration. <u>(Enter NA if there are no windows.)</u> | | |
| Comments: | | |
| 7. Heating, ventilation, air conditioning (HVAC), and humidity control systems and filters are cleaned, maintained, and replaced on an appropriate schedule. <u>(Enter "NA" if there are no environmental control systems.)</u> | | |
| Comments: | | |

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient

| Evaluation Elements for Exhibit and Storage Spaces | Score: 0 - 4 or NA | Estimated Cost |
|---|-------------------------------|---------------------------|
| 8. Using integrated pest management principles, pests are: - monitored, - identified, and - controlled. | | |
| Comments: | | |
| 9. Environmental data are: - analyzed and - documented and retained. | | |
| Comments: | | |
| Emergency Management | | |
| 10. Appropriate measures are taken to mitigate potential risks from identified local threats. | | |
| Comments: | | |
| 11. Appropriate measures are taken to mitigate risks of water damage to museum objects from broken pipes, backed up drains, or other potential points of water entry. | | |
| Comments: | | |
| 12. Egress/exit routes are: - clearly marked and - unobstructed. | | |
| Comments: | | |
| 13. Staff are regularly trained in risk mitigation and emergency response procedures for museum collections. | | |
| Comments: | | |
| Security | | |
| 14. Physical security measures are: - identified by an appropriate specialist and - sufficient to mitigate risks to the objects. | | |
| Comments: | | |

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient

| Evaluation Elements for Exhibit and Storage Spaces | Score: 0 - 4 or NA | Estimated Cost |
|---|--------------------|----------------|
| 15. Security procedures are performed consistently including: - key control, - access control, and - opening and closing. | | |
| Comments: | | |
| 16. Staff are regularly trained in security procedures. | | |
| Comments: | | |
| 17. Electronic intrusion detection systems are: - inspected and tested by qualified personnel on an appropriate schedule and - maintained by qualified personnel on an appropriate schedule. (Enter "NA" if there is no intrusion detection system.) | | |
| Comments: | | |
| Fire Protection | | |
| 18. Fire detection and suppression equipment and systems are unobstructed and fire extinguishers are accessible. | | |
| Comments: | | |
| 19. Fire detection and suppression equipment are: - inspected and tested by qualified personnel on an appropriate schedule and - maintained by qualified personnel on an appropriate schedule. | | |
| Comments: | | |
| 20. All staff are properly trained in fire safety procedures. | | |
| Comments: | | |
| Housekeeping and Object Handling | | |
| 21. The space is clean and uncluttered, and housekeeping is performed on a written schedule. | | |
| Comments: | | |

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient

| Evaluation Elements for Exhibit and Storage Spaces | Score: 0 - 4 or NA | Estimated Cost |
|--|--------------------|----------------|
| 22. Rules against eating, drinking, smoking, and use of live plant materials in the space are enforced. | | |
| Comments: | | |
| 23. Staff are trained to properly handle museum objects and perform housekeeping. | | |
| Comments: | | |
| 24. Museum-quality mounts, cases, containers, cabinets, racks, and/or shelves are sufficient and appropriate to safely house the objects without crowding, overloading, or movement. | | |
| Comments: | | |
| Records Handling and Preservation | | |
| 25. Museum collection management systems': - data are backed up on an appropriate schedule and - backup files are kept offsite in appropriate storage. (Enter "NA" if only paper records are used.) | | |
| Comments: | | |
| 26. All museum records are stored appropriately to ensure their preservation against fire, theft, and loss of physical or digital integrity. | | |
| Comments: | | |
| Exhibit Space Only (Do Not Use for Storage Spaces) | | |
| 27. Museum objects are exhibited for time periods that are appropriate for the objects. | | |
| Comments: | | |
| Storage Space Only (Do Not Use for Exhibit Spaces) | | |
| 28. The space is dedicated to housing museum collections. | | |
| Comments: | | |

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient

| Evaluation Elements for Exhibit and Storage Spaces | Score: 0 – 4 or NA | Estimated Cost |
|--|-----------------------|-------------------|
| 29. The space is organized to ensure safe movement of staff, equipment, and museum objects, and to facilitate access to objects. | | |
| Comments: | | |
| 30. The size of the space is sufficient to: - house current museum collections and - accommodate planned growth. | | |
| Comments: | | |
| 31. Procedures are in place to escort and monitor non-curatorial staff who service utility meters and other equipment located in the space. <u>(Enter “NA” if there are no utility meters or other equipment in the space.)</u> | | |
| Comments: | | |
| 32. Museum objects are protected from dust, pests, and particulates through the use of air filters, dust covers, bags, boxes, and/or cabinets. | | |
| Comments: | | |
| 33. Hazardous materials are: - identified using labels and signage that conform to applicable Federal or local requirements and - maintained in an approved cabinet outside of the storage space. <u>(Enter “NA” if no hazardous liquids and supplies are present.)</u> | | |
| Comments: | | |
| 34. Any museum objects that may pose health risks are: - identified using labels and signage that conform to applicable Federal or local requirements and - appropriately packaged. <u>(Enter “NA” if no objects posing health risks are present.)</u> | | |
| Comments: | | |

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient

| Evaluation Elements for Exhibit and Storage Spaces | Score: 0 – 4 or NA | Estimated Cost |
|---|-----------------------|-------------------|
| 35. Fluid-preserved specimens ² are housed in a space that is separate from dry specimen collections. (Enter “NA” if no fluid-preserved specimens are present.) | | |
| Comments: | | |

Paperwork Reduction Act Statement: This information is collected on a voluntary basis to satisfy DOI’s responsibilities for ensuring the proper management of DOI museum collections held at non-Federal repositories as defined in 36 CFR Part 79. It is estimated that responding to the request will take an average of 2 hours to complete. This includes the amount of time it takes to gather the information and send it to the requestor. If you wish to make comments on the form and instructions, please send them to the U.S. Department of the Interior, Interior Museum Program, 1849 C Street N.W., MS-4262-MIB, Washington, D.C. 20240. Note: Comments, names and addresses of commentators are available for public review during regular business hours. If you wish us to withhold this information, you must state this prominently at the beginning of your comment. We will honor your request to the extent allowable by law. In compliance with the Paperwork Reduction Act of 1995, as amended, the collection has been reviewed by the Office of Management and Budget and assigned a control number and expiration date. The number and expiration date are at the top of these instructions. Please note that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

² This Checklist does not adequately evaluate a storage space for fluid-preserved specimens. For information on best practices for storing and preserving fluid-preserved specimens, see Simmons 2009.

Scoring: 4 = No Deficiency 3 = Minor Deficiency; 2 = Moderate Deficiency; 1 = Major Deficiency; 0 = Fully Deficient