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**FACILITY REPORT**

**Name of applicant institution:**

**Title of exhibition:**

**Time period of exhibition:**

**Contact information:**

**Name of the borrower’s executive officer:**

**Email address:**

The Facility Report is a tool which the Museum of Cultural History (MCH) and the borrower will be using in order to ensure a smooth mapping of all practical aspects connected with loans. The report identifies potential practical challenges at an early stage in the process. The report also provides knowledge that will help in deciding whether or not the loan can be accomplished as planned and the ways in which the project should be undertaken.

1. **GENERAL INFORMATION ABOUT THE BORROWER**
   1. Postal address, street address, phone/fax/email
   2. Character of institution (structure of ownership and company)
   3. Name of director/leader
   4. Security contact
2. **ARCHITECTURAL CONSTRUCTION**
   1. Description of the edifice: construction, building material, floor, roof, ceiling, attic, number of floors, staircases, elevator.
   2. When was the edifice built and has it been remodelled? When?
   3. Is the edifice a freestanding construction?
   4. Are any kinds of construction work or building activities planned during the time period of the exhibition? If yes, please give an outline.
   5. Is there any danger of water leaking (water pipes, installations) or flooding?
   6. Will the exhibition space be used for other purposes during the period of the exhibition? If yes, please give an outline.
3. **CLIMATE, LIGHT AND POLLUTION**
   1. What kind of climate is there (relative humidity and temperature) in the exhibition space during the year and on average within a 24-hour period? Please state:

* Temperature (highest and lowest at the time of year of the loan):\_\_\_\_\_\_\_\_\_
* Largest temperature variations within a period of 24 hours:\_\_\_\_\_\_\_\_
* Relative humidity (highest and lowest at the time of year of the loan):\_\_\_\_\_\_\_\_\_
  1. What is the largest variation in relative humidity within a period of 24 hours:\_\_\_\_\_\_\_\_
  2. Are climate changes registered on a regular basis?
  3. What kind of system ensures climate control in the building?
  4. What kind of light is used in the exhibition space and the showcases? What kinds of materials have been used in the construction of the showcases? Please describe the construction of the showcases which will be used in the exhibition.
  5. Are the showcases climate controlled?
  6. Is the building located in a polluted area? Is the incoming air filtered?

1. **FIRE SECURITY**
   1. Is the building, equipment and maintenance kept up to date in accordance with pertinent legislation, rules and conditions regarding protection against fire?
   2. Have routines for fire prevention been documented?
   3. Does the institution have organized fire procedures? When was the last time that the emergency fire drills were practiced?
   4. Please describe access to fire extinguishers (manual: type and number of water-hoses).
   5. How often are the fire extinguishers tested and their use practiced? What is the system for inspection?
   6. Please describe the fire alarm system and detector type. Does the alarm system contact the fire brigade directly?
   7. Is the fire-alarm system approved by the insurance company?
   8. What is the arrival time of the fire brigade (the time from when the alarm sounds until the fire starts to be extinguished)? What is the distance to the local fire station?
   9. Has an automatic extinguishing system been installed (sprinkler, fog, gas)? If yes, please describe briefly.
   10. Have lightning conductors been installed on the building*?*
   11. Are combustible liquids kept in the building? Are they in secure rooms or cabinets?
   12. Please describe earlier fires if there have been any, e.g. the cause of the fire and relevant experience with these matters.
2. **THEFT SECURITY**
   1. What kind of security guards are used: a security company or members of the museum staff? Is there a protocol for the guards checking in and out? What kind of equipment do the guards have? Please describe the routines.
   2. How many guards will be on duty in the opening hours during the period of the exhibition and what are their areas of responsibility?
   3. In what way will the showroom be secured outside opening hours and by whom?
   4. Who has access to the exhibition area outside of opening hours?
   5. Will there be an inventory list of the objects in the exhibition and how often will the objects be securitychecked?
   6. In what ways are the entrances and exits to the showroom monitored?
   7. Will there be doors in the showroom that lead directly out of the building or windows that can be opened from the inside? If yes, in what way will these be secured?
   8. How are the doors and windows to the building and exhibition area secured?
   9. Will the building be secured by a theft alarm with direct contact with a central security station? What is the response time?
   10. Please describe the routines for securing emergency exits in the event of a fire alarm and for the prevention of theft at the (re-)activation of the alarm.
   11. Please describe the securing of the display cases: type of glass, type of lock, and the material of the display case otherwise.
   12. Is the display cases anchored? Display cases with a weight under 150 kg must be anchored.
   13. Is the institution equipped with continuous camera surveillance? Are all the rooms in the exhibition area covered by cameras? Are cameras positioned by the entrances and exits?
   14. Has the institution experienced theft? Please describe the situation and the ways in which it was handled.
3. **HANDLING AND PACKAGING**
   1. Who will be responsible for the security of the objects at the borrowing institution?
   2. Will the same individual be present during unpacking and packaging?
   3. Will there be an elevator available for larger objects? If yes, please describe the size (dimensions) and weight capacity.
   4. For the loan of larger objects: please state the maximum measurements possible for transport boxes which can be brought through the main entrance of the building.
4. **EARLIER EXHIBITIONS**
   1. Please give an overview of earlier exhibitions to which the present loan can be compared.
   2. What institutions have previously loaned objects to the borrower? Please provide some examples.
5. **ATTACHMENTS**

* Ground plan for the exhibition space with notations for fire extinguishing equipment, alarms,emergency exits and positioning of the objects.
* Photographs of the exterior and interior of the building.
* Other relevant information.