

SAMPLE COLLECTIONS STORAGE AREA EVALUATION (BASED ON NPS CHECKLIST)

INSTITUTION: _____

BUILDING/FLOOR: _____

ROOM: _____ DATE _____

A. MUSEUM COLLECTIONS STORAGE	YES	NO
1. The museum storage area is used solely for storage of museum objects.		
2. Issuing keys to (locked) spaces housing museum objects is strictly controlled (by the use of signed, dated receipt).		
3. Opening and closing procedures are written, approved, and practiced.		
4. If time allows in a pending disaster (e.g., storm, flood, fire), there are instructions that provide guidance for the prioritized safe and secure evacuation of artwork.		
5. Smoking is prohibited in spaces housing museum objects.		
6. Levels of relative humidity and temperature are monitored and recorded.		
7. The placement of artwork is away from direct flow from heating and air-conditioning vents (or items in such areas are boxed).		
8. The visible spectrum of light is periodically monitored for illuminance level and duration, and level is controlled.		
9. Overhead lights are turned off manually or on an automatic timer when spaces are not in use.		
10. Ultraviolet (UV) radiation is controlled by a filtering material that has UV absorbing properties		
11. The placement of artwork is such that outside light does not directly fall on object(s).		
12. Handling and dusting of museum property is performed only by staff who have received appropriate training.		
13. Three-dimensional materials are displayed in areas that minimize accidental damage. .		
14. If stored hanging, artwork is properly framed and is securely hung on non-exterior walls.		
15. A conservation condition survey has been carried out and items have been prioritized for collections care needs (rehousing) and conservation treatment.		
16. Flammable liquids and materials, audiovisual equipment and other interpretive materials, and curatorial forms and supplies are stored outside the museum storage space in an appropriate cabinet.		
17. The space is outside the 100-year floodplain.		

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18. The space is in an area that will not flood if pipes break, or drains back up.		
19. The space is appropriately insulated to help maintain environmental conditions.		
20. If space has windows, they are blocked (e.g., covered with plywood sheets) and insulated. (If space has no windows, respond NA indicating not applicable.)		
21. Space has as few doors as possible to enhance security and environmental control, but has enough to meet requirements for employee safety.		
22. Space is as free of water, steam, drain, and fuel pipes as is practical.		
23. Space is free of water, gas, or electric meters, electrical panels, and utility valves that require monitoring and servicing by non-curatorial personnel.		
24. Space is sufficient for the movement of staff, equipment, and objects in and out without hindrances (e.g., low ceilings; inadequately sized doors; or narrow, winding, or steep stairways).		
25. Space is large enough to accommodate the current museum collection and any anticipated growth.		
26. Space is organized in a way that allows for easy access to museum objects and use of proper storage equipment.		
27. Sufficient equipment (e.g., quantities, sizes, and appropriateness of cabinets, shelving units, and specialized racks) is used to store and contain museum objects without crowding.		
28. Museum storage cabinets are in good condition (e.g., are free of rust, have gaskets intact to provide good sealing action, have smoothly operating doors) and have working, keyed or combination lock mechanisms.		
29. Museum cabinet drawers are not loaded beyond the manufacturer's recommended weight capacity.		
30. Museum cabinets are stacked no more than two high.		
31. Open shelving is free of burrs, splinters, exposed nails, screws, and bolts that can damage museum objects.		
32. Museum objects that are stacked are protected by appropriate containers or cushioning materials.		
33. Museum cabinets are raised off the floor at least 4" (preferably 6") as a precaution against potential flooding and to facilitate cleaning of floors and		

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inspection for pest problems. Bottom shelves of shelving units are raised off the floor 4" to 6".		
34. Open shelving is stabilized to prevent it from tipping over.		
35. Your institution is in an earthquake zone.		
36. Restraining bars or cords are attached to edges of shelves to prevent objects from falling off shelves during an earthquake. (If your response to item 22 is NO, respond NA indicating not applicable.)		
37. Closed cell polyethylene foam is used in museum cabinet drawers and on shelving to cushion objects. (Exception: If natural history specimens are to be used for analysis of organic chemicals, do not use any kind of plastic in storage containers.)		
38. Objects in museum cabinets are placed in specimen trays, padded or otherwise prevented from shifting when drawers are opened and closed.		
39. Museum objects and archival materials are housed in storage containers or on mounts (e.g., boxes, folders, envelopes, herbarium paper) that are made of museum/archival quality materials.		
40. Natural history specimens stored in fluids are housed in a space that provides appropriate ventilation. (If there are no specimens stored in fluids, respond NA indicating not applicable.)		
41. Natural history specimens stored in fluids are housed separately from dry specimen collections. (If there are no specimens stored in fluids, respond NA indicating not applicable.)		
42. Nitrate film is housed in buffered sleeves or envelopes, placed in Ziplock® polyethylene bags, and stored in appropriate frost-free freezers in separate space from all other collections. (If there is no nitrate film, respond NA indicating not applicable.)		
43. Spaces and/or cabinets housing specimens stored in fluids, specimens treated with pesticides, rocks/minerals/fossils that are radioactive, or nitrate film are identified by appropriate health/safety sign. (If there are none of these materials, respond NA indicating not applicable.)		

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B. ADMINISTRATIVE OFFICES	YES	NO
<p>Are works of art or other museum objects (e.g., furniture) on display in administrative offices? If the response is YES, complete this section of the checklist. (Some items are procedural)</p>		
<ol style="list-style-type: none"> 1. Issuing keys to office spaces housing museum objects is strictly controlled by the use of a signed hand receipt. 2. Opening and closing procedures are written, approved, and practiced. 3. If time allows in a pending disaster (e.g., storm, flood, fire), there are instructions that provide guidance for the prioritized safe and secure evacuation of artwork. 4. Smoking is prohibited in offices housing museum objects. 5. Levels of relative humidity and temperature are monitored and recorded. 6. The placement of artwork is away from heating and air-conditioning vents. 7. The visible spectrum of light is monitored for illuminance level and duration, and level is controlled. 8. The placement of artwork is such that outside light does not directly fall on object(s). 9. Handling and dusting of museum property is performed only by staff who have received appropriate training. 10. Three-dimensional materials are displayed in areas that minimize accidental damage. 11. Ultraviolet (UV) radiation is controlled by a filtering material that has UV absorbing properties. 12. Artwork is properly framed and is securely hung on the wall. 13. A conservation condition survey has been carried out for collections items in administrative offices and items have been prioritized for care and conservation treatment. 		