

**F A C I L I T Y R E P O R T**

**CONFIDENTIAL.** To be sent by email to kbp@natmus.dk and is handled by**:**

|  |
| --- |
| The National Museum of DenmarkResearch, Collections and Conservation I.C. Modewegsvej 9, BredeDK-2800 Kgs. LyngbyDenmark |

***Please include floor plan showing the exhibition area***

|  |  |
| --- | --- |
| NAME OF BORROWING INSTITUTION: |  |
| CONTACT PERSON: |  |
| ADDRESS: |  |
| TELEPHONE NUMBER: |  |
| FAX NUMBER: |  |
| E-MAIL ADDRESS: |  |
| WWW URL: |  |
| ADDRESS OF EXHIBITION VENUE: |  |
| EXHIBITION PERIOD: |  |

Contents

 [INTRODUCTION 3](#_Toc221950059)

[1. CONSTRUCTION OF THE EXHIBITION BUILDING 4](#_Toc221950060)

[2. EXHIBITION AREA 7](#_Toc221950061)

[3. EXHIBITION SURROUNDINGS 11](#_Toc221950062)

[4. SECURITY AND MONITORING 13](#_Toc221950063)

[5. BURGLAR ALARM SYSTEM 15](#_Toc221950064)

[6. VIDEO MONITORING (CCTV IN EXHIBITION AREA) 17](#_Toc221950065)

[7. FIRE 18](#_Toc221950066)

[8. STORAGE AND HANDLING 20](#_Toc221950067)

[9. SPECIAL REMARKS 24](#_Toc221950068)

 [TO BE SIGNED BY THE PERSON RESPONSIBLE FOR SECURITY: 25](#_Toc221950069)

INTRODUCTION

The National Museum of Denmark wishes to make its rich collections even more accessible, so that they can provide an inspiring foundation for research, presentation, understanding and interpretation of cultural history. This is, amongst other things, achieved through the loan of artefacts to museums at home and abroad.

It is a condition for loans from the National Museum of Denmark that the Borrowers security and environmental conditions fulfil our requirements. Please return the completed facility report to kbp@natmus.dk :

# 1. CONSTRUCTION OF THE EXHIBITION BUILDING

1.1 What materials does the building consist of? (Mark with X):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brick** | **Concrete** | **Glass/****plate glass** | **Plaster­board** | **Steel/****other metal** | **Timber** | **Other****(describe)** |
| External walls |  |  |  |  |  |  |  |
| Internal walls |  |  |  |  |  |  |  |
| Between-floors |  |  |  |  |  |  |  |

1.2 Year of building:       and any later development / renovation:

1.3 Is your building free-standing?

 [ ]  Yes [ ]  No

 If **No**, describe the physical surroundings in which the building is situated:

|  |
| --- |
|  |
|  |
|  |
|  |

1.4 Is your building currently being developed / renovated?

 [ ]  Yes [ ]  No

1.5 Is any important building work anticipated within the loan period?

 [ ]  Yes [ ]  No

 If **Yes**, provide details:

|  |
| --- |
|  |
|  |
|  |
|  |

1.6 How many floors does your building have?

 If more than one floor, indicate type of access between floors:

 [ ]  Stairs

 [ ]  Lift

 [ ]  Other, describe:

##### Outer doors and gateways

1.7 Are gateways and external doors fitted with physical protection?

 [ ]  Yes [ ]  No

 If **yes**, how are they physically protected?

 [ ]  Gratings

 [ ]  Roller shutters

 [ ]  Bars

 [ ]  Metal cladding

 [ ]  Timber cladding

 [ ]  Polycarbonate

 [ ]  Other, describe:

 [ ]  Mechanical locks

 [ ]  Electric locks

 [ ]  Electronic security

 [ ]  Manufacturer and age of the locking system:

##### Windows and Sky lights

1.8 Are windows physically protected?

 [ ]  Yes [ ]  No

 If **yes**, how are they physically protected?

 [ ]  Internal bars

 [ ]  Gratings

 [ ]  Roller shutters

 [ ]  Shutters

 [ ]  Polycarbonate

 [ ]  Other, describe:

 [ ]  Mechanical locks

 [ ]  Electric locks

 [ ]  Electronic security

 [ ]  Manufacturer and age of the locking system:

1.9 Are there skylights in the rooms adjacent to the exhibition area?

 [ ]  Yes [ ]  No

 If **yes**, how are they physically protected?

 [ ]  Gratings

 [ ]  Roller shutters

 [ ]  Bars

 [ ]  Shutters

 [ ]  Other, describe:

 [ ]  Mechanical locks

 [ ]  Electric locks

 [ ]  Electronic security

 [ ]  Manufacturer and age of the locking system:

# 2. EXHIBITION AREA

A floor plan showing the exhibition area must be enclosed with the facility report, clearly indicating where the National Museum’s artefacts will be displayed. The positions of any display cases should also be shown

2.1 On what floor of the building will the exhibition be?

2.2 The layout of the exhibition area:

 [ ]  One large room

 [ ]  Series of small rooms

2.3 Will the exhibition area be used for any other purpose during the exhibition period?

 [ ]  Yes [ ]  No

 If **Yes**, describe:

|  |
| --- |
|  |
|  |

2.4 Will the exhibition area be used for other purposes?

 [ ]  Yes [ ]  No

 If **Yes**, describe:

|  |
| --- |
|  |
|  |

2.5 Are food and drinks served or consumed in the exhibition area?

 [ ]  Yes [ ]  No

 If **Yes**, describe:

|  |
| --- |
|  |
|  |

2.6 Do external doors open directly into the exhibition area?

 [ ]  Yes [ ]  No

 If **Yes**, how are they secured?

|  |
| --- |
|  |
|  |

2.7 Can the doors which lead to the exhibition area where the National Museum’s artefacts are stored be

secured?

 [ ]  Yes [ ]  No

 If **Yes**, which locking / security system is used?

 [ ]  Mechanical locks

 [ ]  Electric locks

 [ ]  Electronic security

 [ ]  Manufacturer and age of the locking system:

 Are there electronic alarms on the doors leading into the exhibition area?

 [ ]  Yes [ ]  No

2.8 Are there windows in the exhibition area?

 [ ]  Yes [ ]  No

 If **Yes**, how are they secured?

 [ ]  Internal bars

 [ ]  Gratings

 [ ]  Roller shutters

 [ ]  Shutters

 [ ]  Polycarbonate

 [ ]  Other, describe:

 [ ]  Mechanical locks

 [ ]  Electric locks

 [ ]  Electronic security

 [ ]  Manufacturer and age of the locking system:

2.9 Are there skylights in the exhibition area?

 [ ]  Yes [ ]  No

 If **Yes**, how are they secured?

 [ ]  Internal bars

 [ ]  Gratings

 [ ]  Roller shutters

 [ ]  Shutters

 [ ]  Polycarbonate

 [ ]  Other, describe:

 [ ]  Mechanical locks

 [ ]  Electric locks

 [ ]  Electronic security

 [ ]  Manufacturer and age of the locking system:

2.10 Is there monitoring surveillance installed in the exhibition room (s)?

 [ ]  Yes [ ]  No

2.11 Do you have a modular wall partition/panel system??

 [ ]  Yes [ ]  No

 If **yes**, indicate means of support:

 [ ]  Supported at floor and ceiling

 [ ]  Supported only at floor

 [ ]  Indicate the materials used in construction:

#

# 3. EXHIBITION SURROUNDINGS

3.1 Are secure display cases available for exhibiting small/very valuable objects?

 [ ]  Yes [ ]  No

 Wall display cases:

 Manufacturer:

 Free-standing display cases:

 Manufacturer:

Please include construction drawings of the display cases, including access point (s).

3.2 Other display cases

 Please include construction drawings of the display cases, including access point (s).

 **Glass type:**

 [ ]  Glass

 [ ]  Polycarbonate

 [ ]  Laminated glass

 Thickness:

 **Plinth:**

 [ ]  Wood

 [ ]  Metal

 [ ]  Other, describe:

 **Framework:**

 [ ]  Wood

 [ ]  Steel

 [ ]  Aluminium

 [ ]  Other (e.g. bonded glass), describe:

 [ ]  Fasten with screws

 [ ]  Sealed joints

 [ ]  Other, describe:

 **Locks:**

 Describe type:

3.3 Are the exhibition display cases electronically secured against forced entry?

 [ ]  Yes [ ]  No

3.4 Are the exhibition display cases electronically secured to prevent unauthorised opening?

 [ ]  Yes [ ]  No

3.5 Will the exhibition area be monitored with a CCTV system (video monitoring)?

 [ ]  Yes [ ]  No

3.6 Are the backs of wall display unit mounted on external walls secured against burglary?

 [ ]  Yes [ ]  No

**Objects not in exhibition display cases.**

3.7 Will objects on walls be secured by:

 [ ]  Security screws

 [ ]  Suspended on wires

 [ ]  Suspended on hooks

3.8 What provisions are there to prevent the public from coming too close to the artefacts?

 [ ]  Rope

 [ ]  Railings / Barriers

 [ ]  Podiums / platforms

 [ ]  Other, describe:

3.9 State distance between barrier and exhibited object:       cm

 and height of barrier:       cm

# 4. SECURITY AND MONITORING

4.1 Does your institution have a manned security room:

 [ ]  Manned around the clock?

 [ ]  Other, describe:

4.2 Does your institution have:

 [ ]  Its own security staff?

 [ ]  Other staff?

 [ ]  Security staff from an external provider?

 [ ]  Students?

 [ ]  Volunteers?

4.3 Do you check the background of security staff prior to hiring?

 [ ]  Yes [ ]  No

4.4 Does your institution have a trained manager, who is responsible for security at all times?

 [ ]  Yes [ ]  No

4.5 Are security staff specially trained for your institution?

 [ ]  Yes [ ]  No

4.6 Are security staff equipped with:

 [ ]  Walkie-talkies

 [ ]  Pager

 [ ]  Mobile phone

 [ ]  Other, describe:

4.7 State the number of security personnel on duty:

|  |  |  |
| --- | --- | --- |
|  | **Whole building** | **Exhibition area** |
| **Stationary** | **Patrolling** | **Stationary** | **Patrolling** |
| During opening hours |  |  |  |  |
| Outside opening hours (day) |  |  |  |  |
| Outside opening hours (night) |  |  |  |  |

4.8 State the number of security personnel per exhibition room:

 Mark the areas patrolled on the floor plan.

4.9 Are security staff present in the area during the installation and de-installation of exhibitions?

 [ ]  Yes [ ]  No

4.10 How is access restricted/controlled during the installation and de-installation of exhibitions?

|  |
| --- |
|  |

4.11 How often do patrols check the exhibition area outside of opening hours?

|  |
| --- |
|  |

4.12 Are all the entrances and exits manned by security staff during opening hours?

 [ ]  Yes [ ]  No

4.13 Have all security personnel received written instructions on all security procedures?

 [ ]  Yes [ ]  No

4.14 Does your institution have established emergency procedures?

 [ ]  Yes [ ]  No

 If **Yes**, how often are staff trained?

# 5. BURGLAR ALARM SYSTEM

5.1 Does your institution have an burglar-alarm system installed throughout the building?

 [ ]  Yes [ ]  No

 The system comprises the following types of protection:

 [ ]  Perimeter

 [ ]  Room

 [ ]  Object

 [ ]  Emergency alarm

5.2 Details of alarm system:

 Manufacturer:

 Type:

 Year of installation:

5.3 Where is the alarm relayed to?

 [ ]  In-house security centre

 [ ]  External security centre

 [ ]  Other, describe:

5.4 Does the system incorporate a high-security alarm relay and identification?

 [ ]  Yes [ ]  No

5.5 What is the police / security company response time in the event of an alarm?

5.6 Have the police been notified about the exhibition?

 [ ]  Yes [ ]  No

5.7 Is there a code to resetting the alarm system in the event of a false alarm?

 [ ]  Yes [ ]  No

5.8 How frequently is the security system tested (in all sections)?

|  |
| --- |
|  |

 Who conducts the tests of the alarm system?

|  |
| --- |
|  |

5.9 Are alarms automatically registered?

 Alarm location?

 [ ]  Yes [ ]  No

 Alarm time?

 [ ]  Yes [ ]  No

5.10 Are the alarm centre and operating panel located in a secure area?

 [ ]  Yes [ ]  No

5.11 Will the burglar alarm system be tested immediately before the exhibition is opened to the public?

 [ ]  Yes [ ]  No

# 6. VIDEO MONITORING (CCTV IN EXHIBITION AREA)

6.1 Is there an internal CCTV monitoring system used for recording the movement of people coming into and out of the institution?

 [ ]  Yes [ ]  No

6.2 How are the recordings stored?

 [ ]  Digital

 [ ]  Analogue

6.3 How long are the recordings kept? (number of days etc.)

6.4 How is the system checked?

# 7. FIRE

7.1 Is the whole building monitored by an automatic fire-alarm system approved by a public institution

 dealing with Fire Prevention?

 [ ]  Yes [ ]  No

 If **No**, list any non-protected areas:

|  |
| --- |
|  |

7.2 Manufacturer:                      age of system:

7.3 How often is the fire-alarm system tested? (all sections)

7.4 How is the fire alarm activated? (mark with X)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Heat** | **Smoke** | **Manual operation** |
| In exhibition rooms: |  |  |  |
| Storage areas: |  |  |  |
| Offices and workshops: |  |  |  |
| Café, kitchen: |  |  |  |

7.5 Where is the fire alarm relayed to? (mark with X):

 [ ]  Internal (in-house) alarm centre

 [ ]  External alarm centre

 [ ]  Fire station

 [ ]  Other, describe:

7.6 Fire-fighting systems (mark with X):

 [ ]  Water

 [ ]  CO2

 [ ]  Powder

 [ ]  Sprinkler system

 [ ]  Hose reel

 [ ]  Other, describe:

7.7 How often are practice fire drills held for staff?

7.8 What is the fire-service’s response time in the event of an alarm?

7.9 Is the use of a naked flame permitted in the exhibition area?

 [ ]  Yes [ ]  No

7.10 Is smoking prohibited in the building?

 [ ]  Yes [ ]  No

 In the exhibition area?

 [ ]  Yes [ ]  No

7.11 Will the fire alarm system be tested immediately before the exhibition is opened to the public?

 [ ]  Yes [ ]  No

# 8. STORAGE AND HANDLING

8.1 Are there heating/water pipes throughout:

 the exhibition area?

 [ ]  Yes [ ]  No

 the storage area?

 [ ]  Yes [ ]  No

 the reception area?

 [ ]  Yes [ ]  No

8.2 Are there water pipes throughout:

 the exhibition area?

 [ ]  Yes [ ]  No

 the storage area?

 [ ]  Yes [ ]  No

 the reception area?

 [ ]  Yes [ ]  No

8.3 The building is heated by:

 [ ]  Heat from own heating supply

 [ ]  Externally supplied heating, no heat exchanger

 [ ]  Externally supplied, with heat exchanger

8.4 Is there air-conditioning with:

 Humidifier system:

 [ ]  Yes [ ]  No

 Dehumidification system:

 [ ]  Yes [ ]  No

 Cooling system:

 [ ]  Yes [ ]  No

 Is there continual monitoring of the climatic conditions (temperature, Relative humidity)?

 [ ]  Yes [ ]  No

Is there a CTS/central monitoring system (automatic air-conditioning)?

 [ ]  Yes [ ]  No

 Describe the procedure in the event of a failure of the system:

|  |
| --- |
|  |

 Are dust and air pollution filtered from the ventilation air?

 [ ]  Yes [ ]  No

8.5 State the variations during one year:

 RH: from      % to      %; temperature from      º C to      º C.

8.6 Lighting conditions in the exhibition area:

 General lighting:

 [ ]  Incandescent lamps

 [ ]  Neon tubes

 [ ]  Halogen lamps

 [ ]  Other, describe:

 Are spotlights used to illuminate individual objects and any display cabinets?

 [ ]  Yes [ ]  No

 Are the lighting fittings equipped with any special filters (e.g. anti-UV)?

 [ ]  Yes [ ]  No

 If **Yes**, describe:

|  |
| --- |
|  |

 Is the lighting intensity measured/monitored?

 [ ]  Yes [ ]  No

 Can windows and sky lights be sealed to exclude day light for the exhibition of light-sensitive objects

 [ ]  Yes [ ]  No

 Does daylight enter the exhibition room?

 [ ]  Yes [ ]  No

 If **Yes**, are the windows fitted with UV-filters?

 [ ]  Yes [ ]  No

 What is the lighting intensity in the exhibition area?

 From       lux to       lux

8.7 Does your institution have secured storage rooms for storing objects before installation and for packing

 materials throughout the loan period?

 [ ]  Yes [ ]  No

8.8 Is there conservator’s supervision during exhibitions?

 [ ]  Yes [ ]  No

 If **Yes**, who is responsible for supervision?

8.9 Does your institution have personnel available for loading and unloading?

 [ ]  Yes [ ]  No

 If **Yes**, how many?

8.10 Does your institution have staff specially trained to pack and unpack objects?

 [ ]  Yes [ ]  No

 If **Yes**, how many?

 Supervised by whom?

 What type of training is provided?

 Do volunteers or interns handle borrowed objects?

 [ ]  Yes [ ]  No

 If **Yes**, how are they trained and who supervises their work?

|  |
| --- |
|  |

8.11 Are written incoming and outgoing condition reports made on all objects?

 [ ]  Yes [ ]  No

 If **Yes**, by whom?

8.12 Are inspections for rodent, insects and microorganisms made regularly?

 [ ]  Yes [ ]  No

8.13 Is there a secure area (possibly with security lock/ gates) for transport by vehicles?

 [ ]  Yes [ ]  No

 Is the reception area covered?

 [ ]  Yes [ ]  No

8.14 State dimensions (height and width) of access routes:

 Gates/doors of reception area

 Height       cm Width       cm

 Gates/doors of exhibition room(s):

 Height       cm Width       cm

8.15 Is there a lift / elevator?

 [ ]  Yes [ ]  No

 If **Yes**, state dimensions:

 Dimensions of door:

 Height       cm Width       cm

 Capacity:

 Height       cm Width       cm Depth       cm

 Weight capacity:       kg

# 9. SPECIAL REMARKS

9.1 Have there been any events at the Museum which have resulted in loss of or serious damage to

 exhibition objects during the past three years?

 [ ]  Yes [ ]  No

 If **Yes**, give details, including any steps introduced to prevent a recurrence:

|  |
| --- |
|  |
|  |
|  |

9.2 Have there been serious pest infestations during the past three years?

 [ ]  Yes [ ]  No

 If **Yes**, give details, including any steps introduced to control and prevent a recurrence:

|  |
| --- |
|  |
|  |
|  |

# TO BE SIGNED BY THE PERSON RESPONSIBLE FOR SECURITY:

|  |  |
| --- | --- |
| NAME: |  |
| INSTITUTION: |  |
| ADDRESS: |  |
| TELEPHONE NUMBER: |  |
| FAX NUMBER: |  |
| E-MAIL ADDRESS: |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Date Signature