

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

**CONFIDENTIAL.** To be sent by email to [kbp@natmus.dk](mailto:kbp@natmus.dk) and is handled by**:**

|  |
| --- |
| The National Museum of Denmark  Research, Collections and Conservation I.C. Modewegsvej 9, Brede  DK-2800 Kgs. Lyngby  Denmark |

***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: |  |

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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