FLORIDA DEPARTMENT OF STATE • DIVISION OF HISTORICAL RESOURCES

FACILITIES REPORT

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Bureau of Archaeological Research

Division of Historical Resources Florida Department of State R. A. Gray Building Tallahassee, Florida 32399-0250 (904)487-2299 • FAX (904)488-3353

Facility				
Address				
Phone ()			
Contact				

NOTE: Please answer all questions unless marked "N.A." [Not applicable] by Division of Historical Resources staff.

1. BUILDING GENERAL	
Date Built -	
Type of temperature and humidity control?-	
How monitored?-	
now monitoreur-	
What kind of Pest control in building?-	
How Frequently?-	
now rrequently:-	
2. BUILDING SECURITY	
Who has access to the Building?-	
How are keys stored?-	
Number of windows/type of locks-	
Number of windows, type of locks	
Number of doors/type of locks-	
Other pessible entropes (Utility types - Is at a)	
Other possible entrances (Utility tunnels, etc.)-	

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		Tuno of locks on all other entrances	
		Type of locks on all other entrances-	
Υ	N	Are there Alarms at all entryways (including utility	
		tunnels, etc.)? What kind of Alarm systems?-	
		How are alarms monitored after closing?-	
Υ	N	Is Cuard force used? If yes, how trained?	
T	IN	Is Guard force used? If yes, how trained?-	
		What kind (security service, campus police, etc.)?-	
Υ	N	Are Guards Bonded?	
		Minutes driving distance to nearest police station-	
		Minutes average police response time-	
		3. FIRE PREVENTION	
Υ	N	Is the building constructed of fireproof materials?	
		What are the materials?	
.,			
Y	N	Is the building protected by a fire alarm system? What kind of fire alarm?	
		How are alarms monitored during open hours?	
		.	
		How are alarms monitored after closing?	

		Minutes driving distance to nearest firehouse-	
		Minutes average fire company response time-	
		BUILDING FIRE SUPPRESSION SYSTEMS	
Υ	N	Automatic Fire suppression system Type-	
Υ	N	Extinguishers Type?	
Υ	N	Fire Hoses Other systems?	
		GALLERY SUPPRESSION SYSTEMS	
Υ	N	Automatic Fire suppression system Type-	
Υ	N	Extinguishers Type?	
Υ	N	Fire Hoses Other systems?	
		STORAGE AREA SUPPRESSION SYSTEMS	
Υ	N	Automatic Fire suppression system Type-	
Υ	Ν	Extinguishers Type?	
Υ	N	Fire Hoses Other systems?	
Υ	N	Do you conduct regular fire drills?	
Υ	N	Are personnel trained in procedures and	
		equipment use?	
		A DISDLAY / CALLEDY ADEA	
		4. DISPLAY / GALLERY AREA	
		Size of gallery – dimensions/square footage-	X /
		Ceiling height-	
		Who has access to gallery / exhibit cases?-	
Υ	Ν	Are there alarms in the gallery? What kind?	

		Who monitors gallery alarms?-	
Υ	N	Are guards evident in gallery area?	
		Are guards evident in gallery area?	
Υ	N	Uniformed or otherwise readily visible?	
		Describe display cases (materials, locks, etc.)-	
Υ	N	Are there alarms in/on cases? What kind?	
		·	
		Who monitors case alarms, if any?-	
Υ	N	Are cases moveable? If yes, how hard are they to	
•	14	tip over?	
Υ	N	Are cases ventilated?	
		Describe gallery lighting system-	
		Describe internal case lightning, if any-	
Υ	N	Are ultraviolet filters used on ultraviolet sources (fluorescents, daylight, etc.)	
		Estimated footcandles of light-	
		5. STORAGE AREA	
		Who has access to the storage area?	
V	N I	Janka akana a a a a a a a a a a a a a a a	
Υ	N	Is the storage area locked?	
Υ	N	Are there alarms in the storage area? What kind?	
		Who monitors storage area alarms, if any?	

Υ	N	Do guards check doors regularly?				
Y	N					
ĭ	IN	Do they enter the storage area?				
		How will artifacts be stored when not on exhibit?				
		Describe storage equipment (materials, locks,				_
		etc.)				
		Describe storage equipment/area ventilation.				
		Describe storage equipment/area dust control.				
		Other features of storage area.				
Y	N	Carts, dollies, etc. available?	-			
Y	N	Padding or other protective material available?				
'	IN	Describe other moving and handling equipment				
		available.				
		6. SHIPPING AND RECEIVING				
Υ	N	Is there a loading dock? If no, how are trucks				
•	14	unloaded?				
						_
		Largest crate you can receive, handle and store?	L:	W:	H:	
		What is the heaviest crate you can handle?				
Υ	N	Is shipping and receiving area secure? Describe.				_
	-	5				
Υ	N	Are artifacts ever left in the shipping area? If yes,				_
		how are they protected from damage or theft?				

Υ	Ν	Are there crating facilities? Describe.	
		7. PERSONNEL	
		Who handles artifacts in shipping and receiving?	
		Describe training and experience –	
		Who handles artifacts in storage?	
		Describe training and experience –	
		Who installs artifacts in exhibits?	
		Describe training and experience –	
		Who monitors condition of artifacts?	
		Describe training and experience –	
		Who receives and unpacks travelling exhibits?	
		Describe training and experience –	
		Who installs incoming travelling exhibits?	
		Describe training and experience –	
		8. OTHER INFORMATION	
If one	or m	nore of the boxes below has/have been checked, please	supply the information requested:
□ Flo	or p	lan/diagram of facility. Please indicate temporary o	exhibit space.

☐ Photograph of the planned exhibit space.				
☐ Photograph of storage area used for loans.				
☐ Diagrams/specifications of exhibit cases to be used for the loaned items.				
☐ Answer additional questions on the attached page(s).				
☐ Other:				
Prepared by:				
Name	Date			
Name	Date			