

FACILITIES REPORT



Bureau of Archaeological Research

Division of Historical Resources
Florida Department of State
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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?-

What kind of Pest control in building?-

How Frequently?-

2. BUILDING SECURITY

Who has access to the Building?-

How are keys stored?-

Number of windows/type of locks-

Number of doors/type of locks-

Other possible entrances (Utility tunnels, etc.)-

Minutes driving distance to nearest firehouse-

Minutes average fire company response time-

BUILDING FIRE SUPPRESSION SYSTEMS

Y N Automatic Fire suppression system Type-

Y N Extinguishers Type?

Y N Fire Hoses Other systems?

GALLERY SUPPRESSION SYSTEMS

Y N Automatic Fire suppression system Type-

Y N Extinguishers Type?

Y N Fire Hoses Other systems?

STORAGE AREA SUPPRESSION SYSTEMS

Y N Automatic Fire suppression system Type-

Y N Extinguishers Type?

Y N Fire Hoses Other systems?

Y N Do you conduct regular fire drills?

Y N Are personnel trained in procedures and
equipment use?

4. DISPLAY / GALLERY AREA

Size of gallery – dimensions/square footage-

X /

Ceiling height-

Who has access to gallery / exhibit cases?-

Y N Are there alarms in the gallery? What kind?

		Who monitors gallery alarms?-	_____

Y	N	Are guards evident in gallery area?	_____
Y	N	Uniformed or otherwise readily visible?	_____
		Describe display cases (materials, locks, etc.)-	_____

Y	N	Are there alarms in/on cases? What kind?	_____

		Who monitors case alarms, if any?-	_____

Y	N	Are cases moveable? If yes, how hard are they to tip over?	_____
Y	N	Are cases ventilated?	_____
		Describe gallery lighting system-	_____

		Describe internal case lightning, if any-	_____

Y	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?	_____
Y	N	Is the storage area locked?	_____
Y	N	Are there alarms in the storage area? What kind?	_____
		Who monitors storage area alarms, if any?	_____

Y N Do guards check doors regularly?

Y N 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?

Describe other moving and handling equipment
available.

6. SHIPPING AND RECEIVING

Y N Is there a loading dock? If no, how are trucks
unloaded?

Largest crate you can receive, handle and store?

L: W: H:

What is the heaviest crate you can handle?

Y N Is shipping and receiving area secure? Describe.

Y N Are artifacts ever left in the shipping area? If yes,
how are they protected from damage or theft?

Y N

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 more of the boxes below has/have been checked, please supply the information requested:

☐ Floor plan/diagram of facility. Please indicate temporary 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