

Building and Property Conditions

1. Does your institution own the building you occupy?

2. Are there other institutions/occupants of the building?

If yes, who are the other occupants? What is your relationship with them (e.g. are they part of the same overall organization, or another entity altogether)?

3. How many buildings contain institutional collections? Include storage, processing, and exhibition space.

What is the total square footage of the building(s)? Approximate sizes are acceptable.

What is the total square footage of collections storage space? Approximate sizes are acceptable.

What is the total square footage of exhibition space? Approximate sizes are acceptable.

4. In what year was/were the building(s) constructed?

Is the building a historic structure?

5. What are the predominant materials used in the construction of the building (e.g. wood frame, masonry, steel and poured concrete)?

Describe the style and condition of the roof.

6. What is the general condition of the building? Has it been well maintained?

Is there a regular schedule of inspections and maintenance of the building (e.g., roof, drains, plumbing)?

If yes, who performs inspections and maintenance, and how often? Is there a written schedule for these activities? If yes, attach a copy.

Is an ongoing log of building problems kept? And is this log available to the person responsible for preservation activities?

Is there a history of problems with the building (e.g., roof leaks, pipe leaks, flooding, blown fuses, mold growth)? If yes, describe in detail.

7. Have additions or renovations been made to the building? If yes, describe them and indicate when they were made.

8. Are renovations planned for the building in the future? If yes, have preservation concerns been addressed with the architect and engineers?

9. What is the general condition of the exterior of the building(s)? Note the state of roof shingles, check skylights, paint treatments, look for cracks in the foundation, condition of mortar, etc.

10. What is the general condition of the inside of the building?

What is the age and condition of the plumbing system? Is there any history of problems?

What is the age and condition of the electrical system? Is there any history of problems?

Have there ever been issues with pests or rodents in the building(s)?

11. Provide a general description of the building(s) layout (number of floors, number/type of rooms, etc.). It will be helpful to include a floor plan.

Note where collections are stored within the building(s). Also indicate the location of water pipes, bathrooms, climate control equipment (HVAC), and any other sources of water in relation to collections storage.

12. Is there a shortage of collections storage space?

If yes, is anything being done to address this problem?

13. Describe the grounds around the building(s) where collections are stored and used.

Is there any history of issues with the grounds around the building(s), such as flooding, congestion, animal population, fire, etc.?

14. What are the highest priorities for improving the building and property conditions?