

Collections Environment

Temperature and Relative Humidity

1. What equipment controls the climate (temperature and relative humidity) inside the building(s) where collections are stored and used?

Does the system control different temperature zones, and can these zones be adjusted by anyone?

Does the equipment function as it is intended?

Does the equipment operate 24 hours a day, 365 days a year in the areas where collections are stored?

Does the equipment control humidity?

2. What temperature and relative humidity is the climate control system designed to maintain?

Does it do so?

3. What is the average **actual** temperature and humidity inside the building? (Not just what the equipment reads.) Estimate if necessary and indicate prevailing conditions in the summer, winter, and during transition periods in spring and fall.

4. Is the environment in collections storage areas monitored on a regular basis?

If yes, what equipment is used, and are the units regularly calibrated?

5. What, if any, supplemental environmental control equipment (fan, dehumidifier, space heater, etc.) is used in areas covered by the overall climate control system?

6. What are the institution's highest priorities for improving and/or maintaining temperature and relative humidity?

Pollution

7. How is air circulated throughout the building?

If air circulation is achieved with the HVAC system, are any of the vents blocked by furniture or collections?

Does air seem to circulate effectively or are there noticeable “dead” pockets of air?

8. Where is the air intake for the building?

Does it take in fumes such as vehicle exhausts or building exhausts?

9. Is the air circulation system equipped with filters?

If so, what level of protection do they provide (e.g., do they filter particulate material, or particulates and gases)?

10. Are all filters changed regularly?

If yes, how often and by whom?

11. Is smoking allowed in the building?

Light

12. Are there any sources of natural light in collections areas? Please specify (consider storage areas, exhibition spaces, reading rooms, etc.).

13. Is sunlight entering collection storage and exhibit areas controlled to minimize intensity and remove ultraviolet radiation?

14. Are shades, curtains, or blinds shut when: (please check all that apply)

- Sunlight is direct
- The room is not in use
- The building is closed

15. What type of artificial lighting is used?

If fluorescent lights are used, are they filtered to reduce ultraviolet radiation?

16. Are lights turned off when collections areas are unoccupied?

Pests

17. Is there a history of insects, rodents, or other pests in the building?

Is extermination or chemical fumigation done routinely?

What is used, where is it deployed, and is it effective?

Is extermination or chemical fumigation necessary?

Has your institution implemented any integrated pest management strategies?

Does your institution routinely monitor for pests? If so, how?

18. Are food and drink prohibited in collections areas?

19. If food is consumed in the building (by staff in offices or a staff room, or during special events), is a closed container provided for food waste, and is the staff instructed to use it?

20. Is garbage removed from the building daily as well as immediately following events that include food?

21. Is there a housekeeping program? What does it include?

22. Is the cleaning staff part of your institution or is the task contracted out?

Is cleaning performed during hours when a staff person is available to supervise??

23. What are the highest priorities for improving housekeeping, pest management, and general environmental conditions in your institution?