

**Climate Control Checklist**

| Action   | Needed? | Priority | Notes |
|--|---------|----------|-------|
| Arrange for evaluation of the building by a climate control engineer                       |         |          |       |
| Weatherstrip doors   |         |          |       |
| Seal windows (e.g., caulk, weatherstrip)   |         |          |       |
| Install/add insulation   |         |          |       |
| Lower winter thermostat target (24 hours a day)  |         |          |       |
| Seal and insulate windows in storage area(s)   |         |          |       |
| Monitor temperature and relative humidity  |         |          |       |
| Purchase monitoring equipment  |         |          |       |
| Relocate collections to protect from damaging environment (e.g., damp basement, hot attic) |         |          |       |
| Add humidifier   |         |          |       |
| Add dehumidifier   |         |          |       |
| Add cooling equipment  |         |          |       |
| Check location and function of vents   |         |          |       |
| Unblock vents  |         |          |       |
| Set up schedule for filter evaluation/replacement  |         |          |       |
| Replace filters  |         |          |       |
| Install fans   |         |          |       |
| Install storm windows  |         |          |       |

