

Preservation Planning Survey – Individual Storage/Exhibition Areas

(Use one sheet for each space to be surveyed)

Name of Room: _____ Approximate size of room: _____

Location in Building: _____

What collections are stored in the room? _____

Temperature and Relative Humidity

1. What climate control equipment serves the space? Is there heating? Cooling? Humidity control? _____

2. What are the current temperature and relative humidity (on the day of the survey)? _____

3. What are the normal temperature and relative humidity in the space? Are there fluctuations during the year? _____

4. Are temperature and humidity monitored in the space? How? _____

Pollution

1. How are pollutants controlled in the space? Is there a coating of dust in the collections storage areas that might indicate inadequate filtration? Are there deposits visible near vents? _____

Pests/Mold

1. Is the space clean or dirty? Is it cluttered? What is the housekeeping schedule for the space? _____

2. Are there any indications of pest infestation (e.g., droppings, insect bodies, shredded paper, stains or damage in bindings or paper)? Is there a history of pest infestation in the space? _____

3. Is there evidence of current or past mold on collections? Is there a history of mold in the space? If yes, have the leaks or climate conditions responsible been corrected? _____

Light

- 1. What artificial lighting is used in the space? If fluorescent, is UV light filtered? What are the light levels? _____

- 2. What are the number, type, and size of windows in the space? What direction do they face? Do they have shades or drapes? Are these used, and if so, when? Are the windows filtered to remove UV light and reduce the intensity of visible light? _____

Water Hazards

- 1. Are there water-bearing pipes in the room? Where are they in relation to collections? _____

- 2. Is there any evidence of current leaks on the walls or ceiling? Is there evidence of previous water damage (e.g., stains, efflorescence, plaster damage, mold), especially in basement and attic areas? _____

- 3. If there are known water hazards in this space, is an alarm system in place? _____

- 4. Are all collections in this space at least 4" above floor level? _____

Fire Hazards

- 1. What electrical equipment is in use in the space? Is the wiring adequate? Is there any history of blown fuses or electrical failure in this space? _____

- 2. Is the space equipped with smoke and/or heat detectors? A portable fire extinguisher? Automatic fire suppression? _____

Security

1. Is the space accessible to the public, or to staff only? _____

2. Is the space kept locked? yes no
Is there a security system? yes no
If so, who has a key and/or an access code? Does everyone who has access to the space actually need it? _____

3. If researchers are allowed in the space, are they observed at all times? _____

Priorities

1. What are your highest priorities for improving conditions in this space? _____

2. What priority for improvement does this space have compared to other storage/exhibition spaces in your building? _____
