

# facility report

for borrowing institutions

## INSTITUTION

Name

Address

City

State

Zip code

Tel

Fax

E-mail

Web site, if applicable

## TYPE OF INSTITUTION

Please check the categories that best describe your institution

### MUSEUM

- Art       Children's       History       Historic Site/House  
 Natural History/Anthropology       Science       General

### COLLEGE/UNIVERSITY

- Museum or Gallery       Student Center/Union       Library       Department \_\_\_\_\_

### CULTURAL/COMMUNITY ORGANIZATION

- Library       Religious Institution       Holocaust Center       Civic/Community Center  
 School       Other \_\_\_\_\_

OTHER (PLEASE SPECIFY) \_\_\_\_\_

**STAFF OR VOLUNTEERS OR CONTRACTORS WHO WILL BE WORKING WITH THE EXHIBITION**

Executive Officer, who will be legally responsible for exhibition material

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Name	Title	
Tel	Fax	E-mail

Project Director, who will handle the details of hosting the exhibition

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Name	Title	
Tel	Fax	E-mail

Educator

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Name	Title	
Tel	Fax	E-mail

Facility Manager, who will supervise installation and the crew, and make physical arrangements

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Name	Title	
Tel	Fax	E-mail

Publicity

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Name	Title	
Tel	Fax	E-mail

Security Officer

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Name	Title	
Tel	Fax	E-mail

Collections Manager/Registrar

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Name	Title	
Tel	Fax	E-mail

If exhibition will be off-site, please provide contact information for that location.

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Name of site

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Address

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City	State	Zip code
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Tel (for general inquiries)

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Contact person	Title	
Tel	Fax	E-mail

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**NOTE: If the exhibition will be off-site, facility reports will need to be completed both for the host institution and for off-site venues. Some sections will not apply. Please fill out appropriate sections of forms to the best of your ability. Thank you!**

## INSTITUTIONAL INFORMATION

Located in a

- Major metropolitan area       Medium or large city       Small city  
 Small town       Suburb       Rural area

Population size \_\_\_\_\_

Annual visitation \_\_\_\_\_

Hours open to public \_\_\_\_\_

Size of staff \_\_\_\_\_

Are you collaborating with another group to present this exhibition?      Yes      No

If yes, what is the other group's name? \_\_\_\_\_

## GENERAL SITE INFORMATION

Date building constructed \_\_\_\_\_

Building materials \_\_\_\_\_

How many floors? \_\_\_\_\_

If more than one, indicate means of access between levels:     Stairs       Elevator       Other \_\_\_\_\_

Aside from exhibitions, what activities take place in the building? \_\_\_\_\_

Are eating, drinking or smoking permitted in

Temporary exhibition gallery?      Yes      No      Temporary exhibition storage?      Yes      No

Receiving area?      Yes      No      Exhibition staging area?      Yes      No

Do you make routine inspections for rodents and insect problems?      Yes      No

Is the building in an area subject to (check all that apply):     Flood     Earthquake     Tornado     Hurricane

## GENERAL ACCESS

Do you have a loading dock?      Yes      No      If yes, is it under cover?      Yes      No

If yes, what are the dimensions of the access area? \_\_\_\_\_ W x \_\_\_\_\_ H

If there is no loading dock, how do you receive shipments? \_\_\_\_\_

What loading equipment do you have?     Forklift     Pallet jack     Dollies     Other \_\_\_\_\_

If you do not have equipment, can you rent or borrow if needed?      Yes      No

## ACCESS TO EXHIBITION AREA

Do you have a freight elevator?      Yes      No

If yes, what are its dimensions? \_\_\_\_\_ L x \_\_\_\_\_ W x \_\_\_\_\_ H

What is its weight capacity? \_\_\_\_\_ lbs.

If there is no freight elevator, how do you bring exhibition materials into gallery? \_\_\_\_\_

The heaviest crate that you can accommodate is \_\_\_\_\_ lbs.

The largest crate you can accommodate is \_\_\_\_\_ L x \_\_\_\_\_ W x \_\_\_\_\_ H

**EXHIBITION AREA AND EXHIBITION FURNITURE**

Is the exhibition space  One large room  Series of rooms  Other (specify) \_\_\_\_\_

What is the floor space in square feet? \_\_\_\_\_

What is the total wall length in running feet? \_\_\_\_\_

What is the ceiling height? \_\_\_\_\_

What are walls made of? \_\_\_\_\_

Do you plan to use a modular wall partition or panel system? Yes No

If yes, describe \_\_\_\_\_

and indicate means of support:  Supported at floor and ceiling  Supported only at floor

Do you have exhibition cases that are used for temporary exhibitions? Yes No

Will any factors affect exhibition installation, such as hanging systems or architectural features? Yes No

If yes, describe \_\_\_\_\_

Is the exhibition space used for anything besides viewing exhibits? Yes No

If yes, what? \_\_\_\_\_

Are there any water fixtures such as plumbing pipes, sprinklers, or water fountains in or above the exhibition area? Yes No

If yes, describe \_\_\_\_\_

**ENVIRONMENT**

What kind of heating/cooling systems do you have?

- Central 24-hour temperature control system
- Central 24-hour humidity control system
- Central air conditioning
- Window air-conditioning units
- Portable humidifiers
- Portable dehumidifiers
- Forced-air heat
- Steam heat
- Portable heating units
- Other \_\_\_\_\_

Do you monitor and record temperature and humidity levels in the exhibition spaces? Yes No

What is the temperature range? \_\_\_\_\_

What is the relative humidity range? \_\_\_\_\_

What is the light source in your exhibition space? (check all that apply)

- Incandescent
- Fluorescent
  - UV filtered
- Daylight (windows, doors, skylights)
  - Equipped with shades or drapes
  - UV filtered

Can you adjust light levels? Yes No

If yes, what is the lowest number of foot-candles? \_\_\_\_\_

**SECURITY**

Is your site protected by electronic security? Yes No

If yes, check all in use at site:  Central station alarm  External door alarms  Window alarms  Motion detectors

Do you have security guards on duty during open hours? Yes No

Do you have security guards on duty after hours? Yes No

Are galleries under constant visual surveillance? Yes No

How do you protect small, fragile, or valuable items? (check all that apply)

- Wall cases
- Freestanding cases
- Locked cases
- Cases secured with security screws
- Cases with alarms
- Framed works attached with locking hardware
- Framed works attached with security screws
- Other \_\_\_\_\_

If the exhibition space is in a multiuse facility and the facility will be open when the exhibition is closed, can the exhibition space be locked? Yes No

If yes, what kind of lock? \_\_\_\_\_

**FIRE PROTECTION**

Is your site protected by smoke detectors? Yes No Heat sensors? Yes No

If yes, are they connected to a central station or to the fire department? Yes No

Do you have a sprinkler system? Yes No

Do you have fire extinguishers in exhibition and storage areas? Yes No

Type \_\_\_\_\_

Is your site within 600 feet of a fire hydrant? Yes No

Is your site within five miles of a fire department? Yes No

**INSURANCE**

What kind of coverage do you have for borrowed material? (check all that apply)

- All-risk museum coverage, wall-to-wall (with standard exclusions)
- Coverage against fire
- Coverage against theft
- Coverage against natural disasters
- Coverage against flood and water damage
- Coverage against employee dishonesty

What is your limit of liability? \$ \_\_\_\_\_

Name of insurance provider \_\_\_\_\_

Have there been any damages or losses to property in your care in the past three years (whether or not a claim was filed)? Yes No

If yes, state circumstances \_\_\_\_\_

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**EXHIBITION STAFF**

Do you have personnel available for loading, unloading, and installation? Yes No  
If yes, how many? \_\_\_\_\_  
If no, are you willing to hire needed workers? Yes No  
Do you have staff trained in handling objects? Yes No  
If yes, please describe training and/or supervision \_\_\_\_\_  
Do you have staff trained in doing condition reports and other documentation? Yes No  
If yes, please describe \_\_\_\_\_

**PROGRAMMING**

List two recent traveling exhibitions that you have hosted  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
Do you have docents or museum interpreters? Yes No If yes, how many? \_\_\_\_\_  
Are you planning to solicit additional docents for this exhibition? Yes No  
If yes, describe \_\_\_\_\_  
Do you have educational programs specifically for students? Yes No  
If yes, describe \_\_\_\_\_  
Do you normally offer public programs in conjunction with special exhibitions? Yes No  
If yes, describe \_\_\_\_\_  
\_\_\_\_\_  
Is there any additional information you would like us to know about your institution, temporary exhibition space,  
programs, or staff? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Report completed by: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please attach a scale floor plan of the intended exhibition area, including location of windows, doors, electrical outlets, and structural obstacles, as well as a plan showing the location of the exhibition space in the building. Please mark loading dock if applicable, entrances and exits, and spaces for crate storage and educational programming. Send to:**

Traveling Exhibitions  
United States Holocaust Memorial Museum  
100 Raoul Wallenberg Place, SW  
Washington, DC 20024-2126  
Fax: 202.314.7822