

FACILITIES REPORT

The Facilities Report aimed to create a picture of the building, temporary storage rooms, display areas in which loans would be housed. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.

Please complete the form as fully and accurately as possible, adding any other information which you feel may be relevant. The information will be treated as secret information, and National Archives of Hungary will not give them to other persons or institutions.

BUILDING

It would be helpful if a photograph or postcard could be included.

1. Are your premises purpose-built archives/museums/ galleries/other?			
archives		museums	
		galleries	
		other	
1. a. If other please supply details.			
2. a. When were your premises completed?			
2. b. What is the main construction material/method?			
3. Is any construction work on going or planned over the next five years?			
yes		no	
3. a. If yes, please supply details (nature of work, dates).			
4. Does your institution have a procedure in a place to deal with emergencies (e.g. disaster plan)?			
yes		no	
4. a. In the event of an emergency who would authorised to remove items from danger?			
5. Do you make routine inspections for rodent, insect and microorganism problems?			
yes		no	
5. a. If yes, please supply details.			

EXHIBITION AREAS

Please attach floorplans of the exhibition areas to be used, clearly indicating each separate space and showing the position of routinely opened doors and windows, and as far as possible unshaded glazing, sources of heat, draught, etc.

1. a. When was the exhibition area to be used opened or last refurbished?	(year)
1. b. What are the materials of the exhibition area and the installation?	

2. Do you use barriers or other methods of physical protection for material on display?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
2. a. If yes, please supply details.			
3. How do you regulate the number of visitors in exhibition areas?			
4. Is the consumption of food or drink ever permitted or are events (concerts, receptions, dance, etc.) ever permitted in exhibition areas?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
4. a. If yes, how are these organised and under whose supervision?			
5. Please supply details of how the exhibition area is managed during an exhibition with regard to routine lamp replacement, cleaning procedure, checking of equipment, etc.!			
6. a. Which type of display cases are used (materials, structures)?			
6. b. From which side can display cases be opened and how the object can be positioned in and out?			
6. c. What methods are used to secure loans to walls, partitions, etc. In the case when documents can not be displayed in closed display cases?			

ACCESS

1. Are there any restrictions to vehicle access to your premises (low archways, tight corners, size/weight restrictions etc.)?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
1. a. If yes, please supply details.			
2. Do you have cover loading bay?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>

2. a. If no, where do you take delivery of loans?			
3. Do you have a goods lift?			
yes			no
3. a. If yes what are its enterier dimensions/load capacity?			
3. b. If no, how do you move loans and their crates between differing floor levels?			
4. What is the maximum size of object/packing case that can be brought into the exhibition space by the normal route?			

HANDLING AND CONTROLL

1. a. Who carries out the packing/handling of loans?			
1. b. What training have they received?			
2. a. Where do you unpack /repack loans prior to and after display?			
2. b. Where are documents stored before and after the exhibition?			
2. c. Where are cases, packing materials, etc. stored during the exhibition?			
3. Who is responsible for completing incoming/ outgoing condition reports?			
4. Are regular checks made for dust and damage?			
yes			no
4. a. If yes by whom and how often?			

ENVIRONMENTAL CONDITIONS

Temperature and Humidity

1. Do you monitor temperature and relative humidity on a regular basis in the storega rooms?			
yes			no
1. a. In the exhibition area?			
yes			no
1. b. In display cases?			
yes			no
1. c. If yes please supply details (method, equipment used, frequency of calibration or service)!			

2. What ranges of temperature and relative humidity are maintained over the year?	
3. How is temperature and relative humidity controlled in the building?	
3. a. In the exhibition area?	
3. b. In display cases?	
4. Are these controll methods in operation 24 hours per day? (If not how many hours per day?)	
4. a. In the exhibition area?	
4. b. In display cases?	
5. Do you maintain the same environmental conditions in your storage, unpacking or packing areas as are maintained in exhibition areas?	
yes	no
5. a. If no, please supply details of conditions and controll.	
6. Do you have the means of controlling atmospheric pollutants (e.g. dust filters)?	
yes	no
6. a. If yes, please supply details of method used.	

Lighting

1. How are exhibition areas lit overall?	
2. How do you controll daylight?	
3. What type of light is used to illuminate individual loans?	
3. a. In exhibition areas?	

3. b. Inside display cases?			
4. a. Do you monitor light on a regular basis throughout exhibition periods?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
4. b. Do you monitor light on a regular basis when installing and dismantling exhibitions?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
5. a. What range of visible and UV light can be maintained in exhibition areas?			
5. b. Do you have the means to exclude UV light from the exhibition area/display cases?			
6. How many hours per week will the items be exposed to light (include hours when closed to the public)?			

SECURITY

1. Is there a 24 hour armed guard service?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
2. Is there an electronic surveillance service?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
3. Describe the electronic security systems installed in the building.			
3. a. Where is the alarm controll center located?			
4. a. Are security guards available during the installation and the mounting of the exhibition?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
4. b. And at the entrance and exit of the exhibition?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
5. How often are the objects shown in the rooms checked and by whom?			
6. Is written authrization required each time and object enters or leaves the building?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
7. State the post of the individuals holding authorization to remove objects from the temporary exhibitions.			
8. Are the contents of visitor's bags inspected?			
yes	<input type="checkbox"/>	no	<input type="checkbox"/>
9. If there is an outside door or window to directly eccess the exhibition rooms, state the security measures it has.			
10. Describe the security systems outside openings of the building.			

10. a. Who has access to the keys to the outside doors of the building?
11. Describe the security system of display cases.

FIRE PREVENTION

1. Is the whole building protected by a detection system (smoke detectors and fire alarms)?
yes <input type="checkbox"/> <input type="checkbox"/> no <input type="checkbox"/>
1. a. How often are the systems serviced and by whom?
2. Where does the alarm ring?
3. a. State the fire extinguishing systems installed in the building.
3. b. State the fire extinguishing systems installed in the exhibition room.
3. c. State the fire extinguishing systems installed in the art storage rooms.
4. a. Which type of portable extinguishers used in the exhibition rooms?
4. b. How often are the portable extinguishers serviced?
5. How long does the fire brigade take to reach the building in the event of fire? What extinguishing material is used by them?

When returning this facilities form please include:

(Tick as appropriate)

	Floor plans of each of the exhibition spaces to be used clearly indicating each separate space.
	Copies of continuous readings for temperature and relative humidity for the areas in which you propose to display loans taken over a period of the previous year equivalent to that of the loan period.
	Any photographs, postcards, interior views or publicity material which show the exterior of the building.
	Any other information which you feel might be helpful.