Facilities Report Loans RKD

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Date

Institution

1. Name of institution
2. Address
3. Registrar contact  
   Name  
     
   Telephone number  
     
   Email address
4. Loan venue address (if different from above)
5. In which building will the objects be placed/hung?
6. In which areas will the objects be placed/hung?
7. Add a plan of the building with a clear notification of the north.  
     
   Afbeelding met wit, ontwerp

   Automatisch gegenereerde beschrijving
8. Do these areas serve other functions besides that of exhibition space (hall, reading room, café etc.)?
9. Is the consumption of food or drink ever permitted in exhibition areas, store room or loading bay?
10. Who will be responsible for taking delivery of the loans and what is her/his position?
11. Will installation be undertaken by a qualified member of staff and what is her/his name and position?

Transport

1. Is the building accessible for trucks? If yes, within how many meters?
2. Is the loading bay covered?
3. Where will the objects be unpacked?

Conservering

1. How are the objects lit?

1. What type of light is used?
2. Are there lighting fittings inside the display cases?
3. Is there daylight in the exposition room(s)?
4. Is there climate control? If ‘yes’, please supply details of control method.
5. Is climate measured, by what method and how often?
6. What is the average temperature of the exposition room(s)?
7. What is the relative humidity of the exposition room(s)?

1. What is the maximum variation in temperature and RH of the area where the objects are placed/hung during daytime/night-time, weekdays/weekend, winter/summer?
2. Are the objects placed against or hung on outer walls?
3. Within one metre of, or above, the objects, are there radiators, heating grates, air vents, humidifying or dehumidifying units or equipment, draught sources (doors, windows that open), water pipes, drains and/or water outlets, sprinkler systems, open fires, storage for dangerous substances, plants? If ‘yes’, please specify which.
4. Is the area where the objects are placed/hung cleaned on a regular basis? If ‘yes’, how often and by what method (dry, wet, chemicals)?
5. Where are objects stored before and after the exhibition?
6. Describe the environmental conditions of the storage area. See questions 21 to 25.

1. Where are packaging/transport materials stored?

Security

1. Will there be construction or refurbishment work in progress shortly before or during the loan period?
2. How are the objects protected/guarded against the following risks? Please give details for daytime as well as night-time and include storage areas, if applicable:  
   * Fire
   * Burglary/theft
   * Damage
   * Water/humidity
   * Pests

1. Is there a procedure in place to deal with emergencies, e.g. a disaster plan? Please supply a copy.
2. Who is responsible for monitoring the security and condition of objects? Name & position:
3. Comments/additional remarks: