

**NATIONAL PARK SERVICE
CHECKLIST
FOR PRESERVATION AND PROTECTION
OF MUSEUM COLLECTIONS**

**National Park Service
National Center for Cultural
Resources Stewardship and
Partnership Programs
Museum Management Program**

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections

(Park/Center Acronym)

**NATIONAL PARK SERVICE
CHECKLIST FOR PRESERVATION AND PROTECTION
OF MUSEUM COLLECTIONS**

CHECKLIST COVER SHEET

Please complete and attach this cover sheet to your completed checklist.

Unit Name: _____

Unit Address: _____

(Street Address)

(P.O. Box Number)

(City, State, Zip Code)

Telephone Number: _____ Fax Number: _____

Completed by: _____ Date: _____

(Name)

(Title)

Date: _____

(Name)

(Title)

Reviewed/Approved by: _____

(Print/Type Park Superintendent/Center Manager Name)

Date: _____

(Park Superintendent/Center Manager Signature)

**Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum
Collections Exported from ICMS (continued)**

CHECKLIST

TABLE 1: UNIT FACILITIES HOUSING MUSEUM COLLECTIONS

| Facility Code | Name and Type of Facility | Type of Museum Space |
|---------------|---------------------------|-------------------------|
|---------------|---------------------------|-------------------------|

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

A. ADMINISTRATIVE OFFICES

Operations (Procedural):

1. Issuing keys to office spaces housing museum objects is strictly controlled by the use of a signed hand receipt.

Answer: _____

Action:

Comments:

2. Opening and closing procedures are written, approved, and practiced.

Answer: _____

Action:

Comments:

3. If time allows in a pending disaster (e.g., storm, flood, fire), there are instructions that provide guidance for the prioritized safe and secure evacuation of artwork.

Answer: _____

Action:

Comments:

4. Smoking is prohibited in offices housing museum objects.

Answer: _____

Action:

Comments:

5. Levels of relative humidity and temperature are monitored and recorded.

Answer: _____

Action:

Comments:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

6. The placement of artwork is away from heating and air-conditioning vents.

Answer: _____

Action:

Comments:

7. The visible spectrum of light is monitored for illuminance level and duration, is controlled, and meets the standards outlined in the DOI Museum Property Handbook, Volume I, Chapter 5 or the NPS Museum Handbook, Part I, Chapter 4 (1999).

Answer: _____

Action:

Comments:

8. The placement of artwork is such that outside light does not directly fall on objects(s). (If there is no outside light source, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

9. Handling and dusting of museum property is performed only by staff who have received appropriate training.

Answer: _____

Action:

Comments:

10. Three-dimensional materials are displayed in areas that minimize accidental damage. (If there are no three-dimensional materials on display, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

Equipment and Supplies:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

11. Ultraviolet (UV) radiation is controlled by a filtering material that has UV absorbing properties.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

12. Artwork is properly framed and is securely hung on the wall.(If artwork is three-dimensional and not framable, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Professional Assistance and Museum Planning:

13. Through a Conservation Survey/Collection Condition Survey (CCS), conservators have provided the unit a condition assessment of artwork and other museum property in administrative offices and guidance on setting priorities for care and conservation treatment.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

B. MUSEUM COLLECTIONS STORAGE

Museum Facility:

1. The museum storage area is used solely for storage of museum objects.

Answer: _____

Deficiency:

Cost: \$ _____

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

2. The curatorial office and research/reference and work areas are separated from the museum collections storage space.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

3. Flammable liquids and materials, audiovisual equipment and other interpretive materials, and curatorial forms and supplies are stored outside the museum storage space in an appropriate cabinet.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

4. The space is outside the 100-year floodplain.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

5. The space is in an area that will not flood if pipes break, or drains back up. (If there are no pipes or drains in space, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

6. The space is appropriately insulated to help maintain environmental conditions. (If space cannot be insulated given the nature of the structure, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

7. If space has windows, they are blocked (e.g., covered with plywood sheets) and insulated. (If space has no windows, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

8. Space has as few doors as possible to enhance security and environmental control, but has enough to meet requirements for employee safety.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

9. Space is as free of water, steam, drain, and fuel pipes as is practical.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

10. Space is free of water, gas, or electric meters, electrical panels, and utility valves that require monitoring and servicing by non-curatorial personnel.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

11. Space is sufficient for the movement of staff, equipment, and objects in and out without hindrances (e.g., low ceilings; inadequately sized doors; or narrow, winding, or steep stairways).

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

12. Space is large enough to accommodate the current museum collection and any anticipated growth.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

13. Space is organized in a way that allows for easy access to museum objects and use of proper storage equipment.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Equipment and Supplies:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

14. Sufficient equipment (e.g., quantities, sizes, and appropriateness of cabinets, shelving units, and specialized racks) is used to store and contain museum objects without crowding. (If object size or type doesn't require storage equipment (e.g. vehicles), respond NA indicating not applicable.)

Deficiency:

Action:

Comments:

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

15. Museum storage cabinets are in good condition (e.g., are free of rust, have gaskets intact to provide good sealing action, have smoothly operating doors) and have working, keyed or combination lock mechanisms. (If object size or type doesn't require storage equipment, respond NA indicating not applicable.)

Deficiency:

Action:

Comments:

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

16. Museum cabinet drawers are not loaded beyond the manufacturer's recommended weight capacity. (If no cabinets with drawers are used in storage, respond NA indicating not applicable.)

Deficiency:

Action:

Comments:

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

17. Museum cabinets are stacked no more than two high. (If storage contains no cabinets that are stacked, respond NA indicating not applicable.)

Deficiency:

Action:

Comments:

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

CHECKLIST

(Unit Acronym)

18. Open shelving is free of burrs, splinters, exposed nails, screws, and bolts that can damage museum objects. (If there is no open shelving, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

19. Museum objects that are stacked are protected by appropriate containers or cushioning materials. (If no objects are stacked, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

20. Museum cabinets are raised off the floor at least 4 inches (preferably 6 inches) as a precaution against potential flooding and to facilitate cleaning of floors and inspection for pest problems. Bottom shelves of shelving units are raised off the floor 4 to 6 inches. (If facility has no cabinets or shelving units, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

21. Open shelving is stabilized to prevent it from tipping over. (If there is no open shelving, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

22. The unit is outside of an earthquake zone.

Answer: _____

Action:

Comments:

23. Restraining bars or cords are attached to edges of shelves to prevent objects from falling off shelves during an earthquake. (If your response to item 22 is YES, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

24. Closed cell polyethylene foam is used in museum cabinet drawers and on shelving to cushion objects. (Exception: If natural history specimens are to be used for analysis of organic chemicals, do not use any kind of plastic in storage containers and respond NA.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

25. Objects in museum cabinets are placed in specimen trays, padded or otherwise prevented from shifting when drawers are opened and closed. (If no cabinets with drawers are used, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

26. Museum objects and archival materials are housed in storage containers or on mounts (e.g., boxes, folders, envelopes, herbarium paper) that are made of museum/archival quality materials. (If there are no objects or archival materials that need such containers or mounts, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Deficiency:

Action:

Comments:

27. Natural history specimens stored in fluids are housed in a space that provides appropriate ventilation. (If there are no specimens stored in fluids, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Deficiency:

Action:

Comments:

28. Natural history specimens stored in fluids are housed separately from dry specimen collections. (If there are no specimens stored in fluids, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Deficiency:

Action:

Comments:

29. Nitrate film is housed in buffered sleeves or envelopes, placed in Ziplock polyethylene bags, and stored in appropriate frost-free freezers in separate space from all other collections. (If there is no nitrate film, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Deficiency:

Action:

Comments:

Figure F.2. NPS Checklist(2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

30. Spaces and/or cabinets housing specimens stored in fluids, specimens treated with pesticides, rocks/minerals/fossils that are radioactive, or nitrate film are identified by appropriate health/safety sign. (If there are none of these materials, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

C. EXHIBITS

Operations (Procedural):

1. Exhibit plans and historic furnishings reports are reviewed by curatorial staff to ensure that the preservation, protection, and maintenance needs of museum objects are adequately addressed.

Answer: _____

Action:

Comments:

Museum Facility:

2. The space is outside the 100-year floodplain.

Answer: _____

Deficiency:

Cost: \$ _____

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

3. The space is in an area that will not flood if pipes break, or drains back up. (If there are no pipes or drains, respond NA indicating not applicable.)

Answer: _____

Deficiency:

Cost: \$ _____

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Equipment and Supplies:

CHECKLIST

(Unit Acronym)

4. Exhibit cases are designed and fabricated in a manner that ensures the security and preservation of museum property (e.g., uses tamper-resistant screws; minimizes heat build up; controls light, relative humidity, dust levels; and prevents access by insects). (If there are no exhibit cases, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

5. Exhibit cases are designed and fabricated in a manner that facilitates maintenance (i.e., ease of access for inspection, inventory, cleaning, rotation of sensitive materials). (If there are no exhibit cases, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

6. Where needed, mounts constructed of museum quality material are used to support objects and specimens. (If there are no mounts, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

7. Freestanding museum objects on exhibit are protected by physical barriers, alarm detection systems, or staff on duty. (If there are no freestanding objects, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

**D. MUSEUM ENVIRONMENT
CHECKLIST**

(Unit Acronym)

Operations (Procedural):

1. Levels of relative humidity and temperature in storage and exhibit spaces are monitored on a daily basis to provide an accurate and complete picture of all changes in both of these environmental factors during each year. (If response is NO and unit does not have monitoring equipment, include equipment purchase cost in item 11.)

Answer: _____

Action:

Comments:

2. A record of daily observations, noting occurrences such as unusual exterior climatic conditions, leaky roof, re-calibration of equipment, or an unusual visitation pattern, is maintained to help explain any variations in relative humidity and temperature readings.

Answer: _____

Action:

Comments:

3. Records of relative humidity and temperature readings and of daily observations are permanently retained in the unit's curatorial files.

Answer: _____

Action:

Comments:

4. Records of relative humidity and temperature readings and of daily observations are reviewed and analyzed monthly to determine relative humidity and temperature highs, lows, and means; and the frequency and extent of fluctuations.

Answer: _____

Action:

Comments:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

5. The visible spectrum of light is monitored and recorded for illuminance level and duration. (If response is NO and unit does not have a light meter, include purchase cost under item 11.)

Answer: _____

Action:

Comments:

6. Levels of natural light (daylight) have been recorded quarterly for one year to establish seasonal variations. (If there is no natural light in facility, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

7. The unit has a record of annual seasonal variations and periodically spot checks to ensure that levels do not exceed the upper limits for sensitive objects.

Answer: _____

Action:

Comments:

8. UV filtering material is periodically monitored to ensure its continued effectiveness in meeting the standard in the DOI Museum Property Handbook, Volume I, Chapter 5 or the NPS Museum Handbook, Part I, Chapter 4 (1999). (If there is no UV filtering material, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

9. Monitoring (inspections) for evidence of insect, mold, and rodent infestations is conducted on an ongoing basis with especially close inspection of museum objects on a monthly basis.

Answer: _____

Action:

Comments:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

10. The monitoring and control of pests is coordinated with the unit's Integrated Pest Management Program.

Answer: _____

Action:

Comments:

Equipment and Supplies:

11. The unit has appropriate equipment (e.g., hygrothermograph, datalogger, visible light meter, UV monitor) to implement and maintain an ongoing environmental monitoring program.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

12. The park has installed equipment/system in each space housing museum collections to control relative humidity and temperature.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

13. The visible spectrum of light is controlled to meet DOI Museum Property Handbook, Volume I, Chapter 5 or the NPS Museum Handbook, Part I, Chapter 4 (1999).

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

14. Ultraviolet (UV) radiation is controlled by a filtering material that has UV absorbing properties. (If the space has no source of UV radiation, respond NA indicating not applicable).

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

15. Dust covers are used on open shelving when objects are not otherwise protected from dust (e.g., in boxes). (If there is no open shelving, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

16. Particulates (dust) in museum storage and exhibit spaces are controlled.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

E. SECURITY

Operations (Procedural):

1. Keys to museum storage spaces, exhibit cases, and work and research/reference spaces are issued to only those employees having direct responsibility for the collections.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

2. Issuing of keys to museum storage spaces and exhibit cases is strictly controlled by the use of a signed hand receipt (e.g., DI-105 or equivalent form).

Answer: _____

Action:

Comments:

3. Written, approved procedures for controlling access to the museum collections by non-curatorial staff, outside researchers, and visitors are implemented.

Answer: _____

Action:

Comments:

4. All researchers, visitors, and non-curatorial staff who enter the storage area are escorted at all times by unit curatorial staff. (For exhibit spaces, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

5. A visitor/researcher sign-in log is used to record name and address of visitor, date of visit, time entered and time departed, and reason for visit. (For exhibit spaces, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

6. Opening and closing procedures for museum spaces are written, approved and practiced.

Answer: _____

Action:

Comments:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

7. Museum objects in exhibit spaces are given additional protection at times of high risk, such as during times of crowding or of special activities. (If there are no exhibits, respond NA indicating not applicable. For storage spaces, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

8. The special needs of museum collections and records are incorporated into the unit's Emergency Operation Plan (EOP).

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

9. Installed intrusion detection systems are inspected and maintained on a regular schedule to ensure that they are fully operational. (If there are no intrusion detection systems, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

10. The unit has determined the extent to which museum collections and associated museum records are at risk from the threats listed in the DOI Museum Property Handbook, Volume I, Chapters 11 and 12 or NPS Museum Handbook, Part I, Chapters 9 (2002) and 10 (2000).

Answer: _____

Action:

Comments:

Museum Facility:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

11. Entrances to museum spaces are equipped with metal or solid-core wood doors that have deadbolt locks.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

12. Intrusion detection systems appropriate to the risks involved and to the nature of the museum collection are installed and operable in museum storage and exhibit spaces.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Equipment and Supplies:

13. Small, highly sensitive and valuable museum objects, archival documents, and natural history type specimens housed in museum storage spaces are kept in locked cabinets with keyed or combination locks. (If there are none of these objects, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

14. Irreplaceable or particularly sensitive or valuable objects used in exhibits are protected in cases or by other means that provide protection from theft or vandalism, without making curatorial access impractical. (If there are none of these objects, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

F. FIRE PROTECTION

CHECKLIST

(Unit Acronym)

Operations (Procedural):

1. Fire detection and suppression systems are inspected and maintained on a regular schedule to ensure that they are fully operational. (If unit has no fire detection or suppression systems, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

2. Fire extinguishers are inspected annually to ensure that they are operational.

Answer: _____

Action:

Comments:

3. Staff are trained annually in the use of fire extinguishers.

Answer: _____

Action:

Comments:

4. Museum objects on top of shelving or museum cabinets do not obstruct the discharge heads for fire suppression systems and are not closer than 18 inches to the ceiling. (If there is no fire suppression system, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

5. The special needs of museum objects and museum records are incorporated in the unit's Structural Fire Plan.

Answer: _____

Action:

Comments:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

6. Orientation on the location, nature, significance, and specific needs of museum property has been provided to fire fighting entities who are responsible for responding to the suppression of a fire.

Answer: _____

Action:

Comments:

Museum Facility:

7. Spaces housing museum collections and their structural components (e.g., walls, floors, ceilings, doors and windows) are made fire-resistant to the extent possible, given the nature of the structure.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

8. Fire detection and suppression systems appropriate to the risks involved, to the nature of the museum collection, and to the structure housing the collections are installed and operable.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

Equipment and Supplies:

9. An appropriate number and type of fire extinguishers are installed according to the anticipated types of fires, the nature of the collection, and the size of the protected area.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

10. Flammable liquids and materials are housed outside museum storage spaces and, regardless of where stored, such materials are housed in approved flammables storage cabinets. Cabinets are vented if required by local authorities. (For exhibit spaces, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

11. All paper museum records are kept in a locking, insulated safe, file, or vault with equivalent or better protection that will maintain an interior temperature of less than 350 degrees Fahrenheit during a one-hour exposure to exterior temperatures of at least 1700 degrees Fahrenheit. (If no paper museum records are stored in this facility, respond NA indicating not applicable).

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

12. If the container described in item 11 is housed on a level of a building above grade, the container also is rated to withstand a drop of 30 feet. (If there is no container or if the container is housed below grade, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

13. Media (disks and tapes) that back up ICMS data files and other collection data files are stored in a container (e.g., media safes, media files, mixed media files, and media boxes) that will maintain an interior temperature of not more than 125 degrees Fahrenheit during a one hour exposure to an exterior temperature of 1700 degrees Fahrenheit. (NOTE: Media boxes are acceptable only when inserted in an appropriately rated insulated records file as described in item 11. If no media are stored in this facility, respond NA indicating not applicable).

Answer: _____

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

CHECKLIST

(Unit Acronym)

Deficiency:

Action:

Comments:

G. HOUSEKEEPING

Operations (Procedural):

1. Housekeeping in museum storage and exhibit spaces is performed according to a plan's established schedule.

Answer: _____

Action:

Comments:

2. Written rules and procedures are available to provide staff with guidance on the handling and moving of museum objects.

Answer: _____

Action:

Comments:

3. Smoking, drinking, and eating and displaying living plants, fresh flowers, and foodstuffs in museum storage and exhibit spaces and in research, working, and research/reference spaces are prohibited in writing.

Answer: _____

Action:

Comments:

4. Relative humidity and temperature monitoring equipment is calibrated quarterly. (If there is no monitoring equipment, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

5. If a hygromograph is used to monitor relative humidity and temperature, it is regularly maintained (e.g., linkage is cleaned, ink is replenished). (If a hygromograph is not used, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

6. The housekeeping plan for museum spaces is reviewed annually and is revised as necessary. (If there is no housekeeping plan, respond NA indicating not applicable.)

Answer: _____

Action:

Comments:

H. PROFESSIONAL ASSISTANCE AND MUSEUM PLANNING

1. Working with museum environment specialists, the unit has established optimum relative humidity and temperature levels and acceptable highs and lows based on data recorded from ongoing monitoring program.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

2. The unit has conducted a security survey. (If the response is NO, and there is a need for this survey, complete the deficiency and cost blocks.) (If there is no need for a security survey, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

3. The unit has conducted a fire protection survey. (If the response is NO, and there is a need for this survey, complete the deficiency and cost blocks.) (If there is no need for a fire protection survey, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

4. The needs of the museum collection are adequately addressed in project statements that are included in the unit's Resources Management Plan (RMP).

Answer: _____

Action:

Comments:

5. The unit has an approved Collection Management Plan (CMP).

Answer: _____

Deficiency:

Action:

Comments:

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

6. Through a Collection Condition Survey (CCS) or multiple surveys, conservators have provided the unit with an assessment of the condition of material-specific object groups on exhibit and in storage and have provided guidance on setting priorities for conservation treatment.

Answer: _____

Deficiency:

Action:

Comments:

Cost: \$ _____

| |
|--|
| Funding spent (previous) FY _____ \$ _____ |
| Previous estimated cost to correct deficiency \$ _____ |
| % of deficiency corrected _____ |

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

CHECKLIST

(Unit Acronym)

7. The unit has an approved Collection Storage Plan (CSP). (If the response is NO, and there is a special need for this plan, independent of a CMP, complete the deficiency and cost blocks. If there is no need for a Collection Storage Plan, respond NA indicating not applicable.)

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

8. An Integrated Pest Management Plan for all spaces housing museum collections has been written.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

9. A housekeeping plan has been written for museum storage, exhibit, work, and research spaces.

Answer: _____

Cost: \$ _____

Deficiency:

Action:

Comments:

| | |
|---|----------|
| Funding spent (previous) FY _____ | \$ _____ |
| Previous estimated cost to correct deficiency | \$ _____ |
| % of deficiency corrected _____ | |

A. ADMINISTRATIVE OFFICES

Are framed artwork or other museum objects (e.g. furniture) on display in this facility? If the response is YES, complete this section of the checklist.

Answer: _____

Action:

Comments:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

B. MUSUEM COLLECTION STORAGE

CHECKLIST

(Unit Acronym)

Are museum collections stored in a facility located within the unit? If the response is YES, complete this section of the checklist.

Answer: _____

Action:

Comments:

C. EXHIBITS

Are museum collections exhibited in this facility? If the response is YES, complete this section of the checklist.

Answer: _____

Action:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)

Unit:

All Facilities

National Park Service
Checklist for Preservation and Protection
of Museum Collections

Page:

ESTIMATE OF TOTAL FUNDING NEEDED TO CORRECT DEFICIENCIES

Date:

Subtotals TOTALS

A. ADMINISTRATIVE OFFICES

- Operations (Procedural)
- Equipment and Supplies
- Professional Assistance and Museum Planning

B. MUSEUM COLLECTION STORAGE

- Museum Facility
- Equipment and Supplies

C. EXHIBITS

- Operations (Procedural)
- Museum Facility
- Equipment and Supplies

D. MUSEUM ENVIRONMENT

- Operations (Procedural)
- Equipment and Supplies

E. SECURITY

- Operations (Procedural)
- Museum Facility
- Equipment and Supplies

F. FIRE PROTECTION

- Operations (Procedural)
- Museum Facility
- Equipment and Supplies

G. HOUSEKEEPING

- Operations (Procedural)

H. PROFESSIONAL ASSISTANCE AND MUSEUM PLANNING

ESTIMATED TOTAL COST:

Figure F.2. NPS Checklist (2009) for Preservation and Protection of Museum Collections Exported from ICMS (continued)