



**Museum of Florida History**  
 OFFICE OF HISTORICAL MUSEUMS  
 FLORIDA DEPARTMENT OF STATE  
 R. A. GRAY BUILDING  
 500 SOUTH BRONOUGH STREET  
 TALLAHASSEE, FLORIDA 32399  
 850.245.6400 [museumoffloridahistory.com](http://museumoffloridahistory.com)



# FACILITY REPORT for TRAVELING EXHIBITS

NOTE: Please answer all questions unless marked "N.A."  
 [not applicable] by Museum of Florida History staff.

## 1. Building General

Building Address \_\_\_\_\_

Date Built \_\_\_\_\_

Type of Temperature & Humidity control? \_\_\_\_\_

How is it monitored? \_\_\_\_\_

What kind of pest control in building? \_\_\_\_\_

How Frequently? \_\_\_\_\_

## 2. Building Security

Who has access to the building after hours? \_\_\_\_\_

How are keys stored? \_\_\_\_\_

Number of windows / Type of locks \_\_\_\_\_

Number of doors/ Type of locks \_\_\_\_\_

Other possible entrances (utility tunnels, etc.) \_\_\_\_\_

Type of locks on all other entrances \_\_\_\_\_

Are there alarms at all entryways (including utility tunnels, etc.)? \_\_\_\_\_

What kind of alarm systems? \_\_\_\_\_

How are the alarms monitored during open hours? \_\_\_\_\_

Is guard force used? \_\_\_\_\_ If yes, how are they trained? \_\_\_\_\_

What kind (security service, campus police, etc.)? \_\_\_\_\_

Are guards bonded? \_\_\_\_\_ Minutes drive nearest police station \_\_\_\_\_ Minutes average police response \_\_\_\_\_

### 3. Fire Prevention

Is building constructed of fireproof materials? \_\_\_\_\_

What are the materials? \_\_\_\_\_

Is the building protected by a fire alarm system? \_\_\_\_\_

What kind of fire alarms? \_\_\_\_\_

How are alarms monitored during open hours? \_\_\_\_\_

How are alarms monitored during after hours? \_\_\_\_\_

Minutes driving distance to nearest firehouse? \_\_\_\_\_

Minutes average fire company response time? \_\_\_\_\_

#### Building fire suppression systems:

Automatic fire suppression system \_\_\_\_\_ Type \_\_\_\_\_

Extinguishers \_\_\_\_\_ Type \_\_\_\_\_

Do you conduct regular fire drills? \_\_\_\_\_

Are personnel trained in procedures and equipment use? \_\_\_\_\_

Fire hoses \_\_\_\_\_ Other systems? \_\_\_\_\_

### 4. Display/Gallery Area

Size of gallery—dimensions / square footage \_\_\_\_\_

Ceiling height \_\_\_\_\_

Who has access to gallery / exhibit cases? \_\_\_\_\_

Are there alarms in the gallery? \_\_\_\_\_ What kind? \_\_\_\_\_

Who monitors gallery alarms? \_\_\_\_\_

Are guards evident in gallery area? \_\_\_\_\_

Uniformed or otherwise readily visible? \_\_\_\_\_

Describe display cases (materials, locks, etc.) \_\_\_\_\_

\_\_\_\_\_

Are there alarms in/on the cases? \_\_\_\_\_ What kind? \_\_\_\_\_

Who monitors the case alarms? \_\_\_\_\_

Are the cases movable? \_\_\_\_\_

If movable, how hard are they to tip over? \_\_\_\_\_

Are cases ventilated? \_\_\_\_\_

Describe gallery lighting system \_\_\_\_\_

Describe internal case lighting, if any \_\_\_\_\_

Are ultraviolet filters used on UV sources (flourescents, daylight, etc)? \_\_\_\_\_

Estimated footcandles of light \_\_\_\_\_

## 5. Storage Area

Who has access to storage area? \_\_\_\_\_

\_\_\_\_\_

Is storage area locked? \_\_\_\_\_

Are there alarms in storage area? \_\_\_\_\_ What kind? \_\_\_\_\_

Who monitors storage area alarms? \_\_\_\_\_

Do guards check doors regularly? \_\_\_\_\_

Do they enter the storage area? \_\_\_\_\_

How will artifacts be stored when not on exhibit? \_\_\_\_\_

Describe storage equipment (materials, locks, etc.) \_\_\_\_\_

\_\_\_\_\_

Describe storage equipment/ area ventilation \_\_\_\_\_

Describe storage equipment/ area dust control \_\_\_\_\_

Other features \_\_\_\_\_

Carts, dollies, etc. available? \_\_\_\_\_

Padding or other archival protective materials available? \_\_\_\_\_

Other moving and handling equipment \_\_\_\_\_

\_\_\_\_\_

## 6. Shipping and Receiving

Is there a loading dock? \_\_\_\_\_

If no, how are trucks unloaded? \_\_\_\_\_

\_\_\_\_\_

Largest crate you can receive, handle and store? \_\_\_\_\_

What is the heaviest crate you can handle? \_\_\_\_\_

Is shipping and receiving area secure? \_\_\_\_\_

Describe \_\_\_\_\_

Are artifacts ever left in the shipping area? \_\_\_\_\_

If yes how are they secured from damage or theft? \_\_\_\_\_

\_\_\_\_\_

## 7. Personnel

Who handles artifacts in shipping and receiving area? \_\_\_\_\_

Describe training and experience \_\_\_\_\_

\_\_\_\_\_

Who handles artifacts in storage? \_\_\_\_\_

Describe training and experience \_\_\_\_\_

\_\_\_\_\_

Who installs artifacts in exhibits? \_\_\_\_\_

Describe training and experience \_\_\_\_\_

\_\_\_\_\_

Who monitors the condition of artifacts? \_\_\_\_\_

Describe training and experience \_\_\_\_\_

\_\_\_\_\_

Who receives and upacks traveling exhibits? \_\_\_\_\_

Describe training and experience? \_\_\_\_\_

\_\_\_\_\_

Who installs incoming traveling exhibits? \_\_\_\_\_

Describe training and experience? \_\_\_\_\_

\_\_\_\_\_

## 8. Other Information

If one or more of the boxes below has/have been checked, please supply the following information:

- |   |                                                                          |                                                                       |
|---|--------------------------------------------------------------------------|-----------------------------------------------------------------------|
| X | Floor plan/diagram of facility. Please indicate temporary exhibit space. | Diagrams/specifications of exhibit cases to be used for loaned items. |
| X | Photograph of exhibit space.                                             | Answer additional questions on the attached page(s)                   |
| X | Photograph of storage area used for loans.                               |                                                                       |

Prepared by:

Other:

Name

Title

Signature

Date

## 9. Borrowing Institution Profile

Name of Borrowing Institution/Loan Venue \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

Shipping Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

World Wide Web URL \_\_\_\_\_

Purpose of Loan \_\_\_\_\_

Request \_\_\_\_\_

Dates at Loan Venue \_\_\_\_\_