

# STANDARD FACILITIES REPORT

<b>Name of borrowing institution / Loan Venue</b>	
<b>Contact Person</b>	
<b>Title</b>	
<b>Mailing Address</b>	
<b>Street Address</b>	
<b>Shipping Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>World Wide Web URL</b>	

# SECURITY IN CONFIDENCE

## [A] BUILDING CONSTRUCTION

<p>1. Are your premises a purpose-built gallery/museum/other?</p>																																																							
<p>2. If "OTHER" please supply details.</p>																																																							
<p>3. Is your gallery/museum the sole occupier of the premises? If 'NO' who else occupies the premises?</p>																																																							
<p>4. Is the structure free standing? If no, provide a physical description of the larger structure into which it is incorporated.</p>																																																							
<p>5. When was the construction of your premises completed?</p>																																																							
<p>6. Have there been any additions to the construction of your premises subsequent to the original completion? If 'YES' please provide details. (nature of work, dates)</p>																																																							
<p>7. Is the building undergoing renovations at the time of completion of this report OR within the next two years? If 'YES' please provide details. (nature of work, dates)</p>																																																							
<p>8. What type of building materials were used in the construction of the building and any additions?</p>	<table border="1"> <thead> <tr> <th></th><th>Brick</th><th>Concrete</th><th>Glass</th><th>Safety Glass</th><th>Steel</th><th>Stone</th><th>Wood</th><th>Other*</th></tr> </thead> <tbody> <tr> <td>Exterior Walls</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Interior Walls</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Ceilings</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Structural supports</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Floors</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Other*	Exterior Walls									Interior Walls									Ceilings									Structural supports									Floors								
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<p>9. *If OTHER please provide details.</p>																																																							

## SECURITY IN CONFIDENCE

### [A] BUILDING CONSTRUCTION (cont)

<p>10. Is the building located in an area prone to flooding?</p> <p>If <b>YES</b>, please provide details (eg frequency of floods and their height in relationship to the building and display area).</p>	<p><b>YES/NO</b></p>
<p>11. Are there <b>any</b> plumbing pipes, rainwater pipes, sprinkler systems, water fountains or similar 'wet' areas located in or above storage <b>OR</b> display areas.</p> <p>If <b>YES</b>, please provide details.</p>	<p><b>YES/NO</b></p>
<p>12. Do you have a goods lift?</p> <p>If <b>YES</b>, please provide details of its internal dimensions and its load capacity. Please do not include the space taken up by the hand railings in these dimensions</p>	<p><b>YES/NO</b></p>
<p>13. How many floors does your building contain?</p>	
<p>14. If more than one floor, describe mode of access between levels.</p>	
<p>15. Does your building have a loading area?</p> <p>If <b>NO</b> please provide details of how you receive shipments.</p>	<p><b>YES/NO</b></p>
<p>16. Is the loading area for the exclusive use of your building?</p> <p>If <b>NO</b> please provide details.</p>	<p><b>YES/NO</b></p>

# SECURITY IN CONFIDENCE

## [A] BUILDING CONSTRUCTION (cont)

<p>17. Do you use your loading dock for <b>ALL</b> deliveries of exhibition objects?</p> <p>If <b>NO</b> please provide details.</p>	<p><b>YES/NO</b></p>
<p>18. Is the loading area</p> <ul style="list-style-type: none"> <li>• Sheltered?</li> <li>• Enclosed?</li> </ul> <p>If <b>NO</b> please describe your loading dock.</p>	<p><b>YES/NO</b> <b>YES/NO</b></p>
<p>19. Do you have a secure receiving area for exhibition objects separate from the loading area?</p> <p>If <b>YES</b>, is this area used only for exhibition objects?</p>	<p><b>YES/NO</b> <b>YES/NO</b></p>
<p>20. Describe the electronic, physical and procedural security measures implemented in your loading area whilst exhibition objects are being loaded and unloaded; including who has access to the dock during this period.</p>	
<p>21. Where do you store loaned objects before they are installed?</p>	
<p>22. Describe the electronic, physical and procedural security measures implemented in this area whilst exhibition objects are stored.</p>	

## [A] BUILDING CONSTRUCTION (cont)

<p>23.</p> <p>Is your loading area capable of being secured when exhibition objects are being loaded and unloaded from a truck?</p> <p>If <b>NO</b> please provide details.</p>	<p><b>YES/NO</b></p>
<p>24.</p> <p>What are the dimensions of the loading dock door?</p> <p>Is the loading dock raised from the ground?</p> <p>If <b>YES</b>, what is the height from the ground?</p> <p>If you do not have a raised dock describe how you receive shipments?</p> <p>What is the maximum size vehicle that your loading dock can accommodate?</p> <p>Are you able to secure the loading area with this size vehicle in the area?</p> <p>What is the maximum crate size that your loading dock can accommodate?</p> <p>How do you move shipments from the loading dock to the exhibition space?</p> <p>Please provide the maximum crate size that can pass from your loading dock to the exhibition space, taking into account the size of doorways, corridors etc. in transit areas.</p> <p>What are your normal receiving hours?</p> <p>Can you accommodate a delivery at times other than these hours?</p>	<p>Height:                      cm                      Width:                      cm</p> <p><b>YES/NO</b></p> <p>Height:                      cm</p> <p>Height:                      cm                      Width:                      cm                      Length                      cm</p> <p><b>YES/NO</b></p> <p>Height:                      cm                      Width:                      cm                      Length:                      cm                      Weight:...                      kgs</p> <p>Height:                      cm                      Width:                      cm</p>
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# SECURITY IN CONFIDENCE

## [B] SECURITY ALARMS

<p>1.1 Do you have electronic intruder detection systems in operation throughout the building? Please provide details.</p>	<p><b>YES/NO</b></p>
<p>1.2 If NO to 1.1 please specify which areas are not protected?</p>	
<p>1.3 Does the electronic intruder system protect</p> <ul style="list-style-type: none"> <li>the interior part of the building?</li> <li>the exterior of the building?</li> <li>the interior and exterior of the building?</li> <li>the perimeter of the building including every door, window, skylight?</li> </ul> <p>If NO please provide details.</p>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p>
<p>1.4 What type/grade of electronic security system is installed in your building? (eg Type1/Grade1; High Grade Commercial; Commercial) Please provide details.</p>	
<p>2. Do you have a computer-based management system providing graphics and contingency response?</p>	<p><b>YES/NO</b></p>
<p>3. Please describe how your intruder system is activated and deactivated at the close of business hours and the beginning of business hours each day.</p>	
<p>4. If your intruder detection system is activated/deactivated by a code on a key pad, how often is the code changed?  When was the code last changed?</p>	<p><b>Date</b></p>

# SECURITY IN CONFIDENCE

## [B] SECURITY ALARMS (cont)

5.

Please provide the names of ALL individuals and their positions that know how to activate and/or deactivate your intruder system.

6.

What type of detection equipment is in operation?

- magnetic contact or reed switch
- motion
- photo-electric ray
- infrared
- ultrasonic
- weight/press
- sound
- CCTV
- break glass
- other\*

\*If OTHER please provide details.

7.

Who does your intruder detection system alert?

- 24-hour on-site security control room
- local police – direct line 24/7
- local security company - direct line 24/7
- central security monitoring centre - direct line 24/7
- other\*

\*If OTHER please provide details.

YES/NO  
YES/NO  
YES/NO  
YES/NO  
YES/NO  
YES/NO  
YES/NO  
YES/NO  
YES/NO  
YES/NO

YES/NO  
YES/NO  
YES/NO  
YES/NO  
YES/NO

# SECURITY IN CONFIDENCE

## [B] SECURITY ALARMS (cont)

<p>8. Who responds to the alarms of your security system? Please provide details.</p>	
<p>9. What is the response time to an alarm? (from the time activated until the person attends and checks your premises)</p>	
<p>10. How often is your security system tested?</p>	
<p>11. Who undertakes these tests? (<u>including date of last test</u>)</p>	
<p>12. At what distance from your movement detectors will an alarm be generated?</p>	<div data-bbox="772 1137 1264 1243"> <input type="checkbox"/> more than 5 metres  <input type="checkbox"/> less than 5 metres but more than 2 metres  <input type="checkbox"/> less than 2 metres         </div> <div data-bbox="772 1308 1112 1339"> <p><b>OTHER</b> please provide details</p> </div>
<p>13. Are records kept of all alarm signals received including time, date, location, action taken, and cause of alarm?  Please provide details.</p>	<p><b>YES/NO</b></p>
<p>14. Who is responsible for reviewing and actioning these records?</p>	



# SECURITY IN CONFIDENCE

## [C] CCTV

<p>1. Where there is a CCTV system in the building, is it</p> <ul style="list-style-type: none"> <li>• colour</li> <li>• black &amp; white</li> <li>• digital</li> <li>• analogue</li> </ul>	<p>YES/NO YES/NO YES/NO YES/NO</p>
<p>2. How many cameras are there in your system?</p>	
<p>3. Are the cameras fixed or PTZ (pan, tilt, zoom)? Please provide details.</p>	
<p>4. What areas are covered by the camera/s?</p> <ul style="list-style-type: none"> <li>• main entrance</li> <li>• all galleries</li> <li>• temporary exhibition galleries only</li> <li>• external parts of the building</li> <li>• other*</li> </ul> <p>*If <b>OTHER</b> please provide details</p>	<p>YES/NO YES/NO YES/NO YES/NO YES/NO</p>
<p>5. Who monitors the system and where?</p> <ul style="list-style-type: none"> <li>• on-site security staff in security control room</li> <li>• receptionist at entrance desk</li> <li>• curator in office</li> <li>• other*</li> </ul> <p>*If <b>OTHER</b> please provide details</p>	<p>YES/NO YES/NO YES/NO YES/NO</p>
<p>6. Is the CCTV system monitored at all times whilst the exhibition is open to the public?</p> <p>If <b>NO</b>, what are the hours that the system is monitored?</p>	<p>YES/NO</p>
<p>7. Is there a recording system?</p> <ul style="list-style-type: none"> <li>• simple</li> <li>• multiplexer</li> </ul>	<p>YES/NO YES/NO</p>

## SECURITY IN CONFIDENCE

### [C] CCTV (cont)

<p>8. Are recordings time &amp; date generated?</p>	<p><b>YES/NO</b></p>
<p>9. At what speed are the recordings made?</p>	<div style="margin-bottom: 10px;"> <input type="checkbox"/> recorded in real time digitally  <input type="checkbox"/> recorded at less than 10 FPS (frames per second) digitally  <input type="checkbox"/> recorded in real time analogue  <input type="checkbox"/> recorded at less than 10 FPS analogue  <input type="checkbox"/> other*         </div> <p><b>*If OTHER please provide details</b></p> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>
<p>10. Are your CCTV cameras latched to your intruder detection system?</p> <p>Please provide details.</p>	<p><b>YES/NO</b></p> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>
<p>11. How long are recordings kept?</p> <ul style="list-style-type: none"> <li>• one week</li> <li>• one month</li> <li>• other*</li> </ul> <p><b>*If OTHER please provide details</b></p>	<div style="margin-bottom: 10px;"> <b>YES/NO</b>  <b>YES/NO</b>  <b>YES/NO</b> </div> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>

# SECURITY IN CONFIDENCE

## [D] PHYSICAL SECURITY

<p>1. Provide details of the type of key system used to lock the doors and windows of your building. ( eg restricted master key system)</p>	
<p>2. Who is the manufacturer of your key system and when was the system installed?</p>	
<p>3. Is your building fitted with an access control system? (eg proximity card, magnetic swipe card or key pad)</p> <p>Please provide details of system and doors fitted with access control.</p>	<p><b>YES/NO</b></p>
<p>4. Please provide the names of ALL individuals and their positions that retain keys to your exterior doors overnight.</p>	
<p>5. Are ALL of your building's external doors fitted with blind hinges?</p> <p>If <b>NO</b> please provide details.</p>	<p><b>YES/NO</b></p>
<p>6. Are ALL of your building's external doors fitted with cover plates over the locking mechanism?</p> <p>If <b>NO</b> please provide details.</p>	<p><b>YES/NO</b></p>

SECURITY IN CONFIDENCE

**[D] PHYSICAL SECURITY (cont)**

7. Are ALL of your building's external windows fitted with physical barriers? (bars/security screens)

If **NO** please provide details.

**YES/NO**

8. Is your building fitted with an external lighting system?

If **NO** please provide details.

**YES/NO**

9. If YES to 8, during what hours are the external lights illuminated?

10. How often are the external lights checked for operational effectiveness?

11. What security operating procedures do you have in place to deal with breaches of security in your building?

You are required to attach a copy of your security operating procedures to this supplement. Has this been done?

**YES/NO**

12. Is your building fitted with duress alarm/s?

If YES, where is/are the alarm/s located?

If **YES**, who does the alarm notify?

**YES/NO**

# SECURITY IN CONFIDENCE

## [E] FIRE PROTECTION

<p>1. Please indicate the most appropriate description of your building</p> <ul style="list-style-type: none"> <li>• fire-proof (non-combustible construction materials)</li> <li>• fire-resistant</li> <li>• other</li> </ul> <p><b>*If OTHER please provide details</b></p>	<p>YES/NO</p> <p>YES/NO</p>															
<p>2. Is the entire building protected by a fire detection/alarm system?</p>	<p>YES/NO</p>															
<p>3. If NO please indicate areas NOT covered</p>																
<p>4. Please specify type of system</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Automatic</li> </ul>	<p>YES/NO</p> <p>YES/NO</p>															
<p>5. Please supply details of system (manufacturer, year installed and type/s of detection used, eg VESDA, smoke detectors, thermal detectors)</p>																
<p>6. How is the fire detection system activated?</p>	<table border="1"> <thead> <tr> <th></th><th>Temporary Exhibition Areas</th><th>Storage Areas</th></tr> </thead> <tbody> <tr> <td>Self-activated heat detection</td><td></td><td></td></tr> <tr> <td>Self-activated smoke detection</td><td></td><td></td></tr> <tr> <td>Manual activation (e.g. break glass)</td><td></td><td></td></tr> <tr> <td>VESDA system</td><td></td><td></td></tr> </tbody> </table>		Temporary Exhibition Areas	Storage Areas	Self-activated heat detection			Self-activated smoke detection			Manual activation (e.g. break glass)			VESDA system		
	Temporary Exhibition Areas	Storage Areas														
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<p>7. Who does the fire alarm system alert?</p> <ul style="list-style-type: none"> <li>• in-house control station panel</li> <li>• in-house audible alarms</li> <li>• local fire station direct 24/7</li> <li>• central fire station 24/7</li> <li>• other*</li> </ul> <p><b>*If OTHER please provide details.</b></p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>															



## SECURITY IN CONFIDENCE

### [E] FIRE PROTECTION (Cont)

<p>8.</p> <p>Are all emergency exit doors equipped with alarms to detect unauthorised use?</p>	<p><b>YES/NO</b></p>
<p>9.</p> <p>Do external doors automatically unlock when a fire alarm is activated?</p> <p>If <b>NO</b>, describe what happens with your external doors in relation to a fire alarm.</p>	<p><b>YES/NO</b></p>
<p>10.</p> <p>How often are the systems checked and by whom? (<u>include date of last check</u>)</p>	
<p>11.</p> <p>Is there a fire suppression system in operation?</p> <ul style="list-style-type: none"> <li>• wet pipe in non-art areas</li> <li>• dry pipe in non-art areas</li> <li>• cross-zoned to the smoke/fire detection systems in the galleries</li> <li>• gas systems</li> </ul> <p>Please specify location, manufacturer, year installed..</p> <ul style="list-style-type: none"> <li>• Fire hoses</li> <li>• Portable fire extinguishers                             <ul style="list-style-type: none"> <li>pressurised water</li> <li>carbon dioxide</li> <li>dry chemical powder</li> <li>other gas</li> <li>acid</li> </ul> </li> </ul>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>
<p>12.</p> <p>How frequently does your local fire code require your fire fighting equipment to be inspected and tested?</p>	
<p>13.</p> <p>Who conducts this inspection and testing?</p> <p>When was the equipment last inspected and tested?</p>	
<p>14.</p> <p>How frequently are staff trained in the use of portable extinguishers?</p>	
<p>15.</p> <p>Who conducts this training?</p>	

## SECURITY IN CONFIDENCE

### [E] FIRE PROTECTION (Cont)

<p>16.</p> <p>Is smoking permitted in any part of the building?</p> <p>If <b>YES</b>, please provide details</p>	<p><b>YES/NO</b></p>
<p>17.</p> <p>Is the local fire station staffed on a 24-hour 7 day basis?</p>	<p><b>YES/NO</b></p> <p>If <b>"NO"</b> please provide details of response to your fire alarm:</p>
<p>18.</p> <p>How long does it take the fire service to arrive at the building in response to a fire alarm?</p>	
<p>19.</p> <p>Do you have an on-site emergency response plan?</p> <p>If <b>YES</b> please provide a copy of your current plan.</p>	<p><b>YES/NO</b></p>
<p>20.</p> <p>When was the last time you practised you emergency response plan?</p>	

### [F] GUARDING & INVIGILATION

<p>1.</p> <p>Do you have 24-hour continuous human guard security on the premises (as opposed to periods of electronic-only surveillance)?</p>	<p><b>YES/NO</b></p>
<p>2.</p> <p>If <b>NO</b> would your organisation be prepared to hire guards if required</p> <ul style="list-style-type: none"> <li>• routinely</li> <li>• on specific occasions</li> </ul> <p>Please provide details.</p>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p>

## SECURITY IN CONFIDENCE

### [F] GUARDING & INVIGILATION (Cont)

<p>3.</p> <p>What type of security personnel does your organisation use?</p> <ul style="list-style-type: none"> <li>• regular security staff of your organisation</li> <li>• other staff of your organisation</li> <li>• contract security staff from an outside security company</li> <li>• students</li> <li>• volunteers</li> <li>• other</li> </ul> <p>Please provide details.</p>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>
<p>4.</p> <p>Do these people perform their security function at ALL times that the exhibition is open to the public?</p> <p>If NO, when do they perform the function?</p>	<p><b>YES/NO</b></p>
<p>5.</p> <p>Do you have a criminal history check conducted on your security staff, by an Australian police service, prior to hiring these staff?</p>	
<p>6.</p> <p>Is there a trained security supervisor in charge at all times?</p> <p>If NO, who is responsible for security issues?</p>	<p><b>YES/NO</b></p>
<p>7.</p> <p>What training do your security guards receive?</p>	
<p>8.</p> <p>Who provides this training?</p>	

## SECURITY IN CONFIDENCE

### [F] GUARDING & INVIGILATION (Cont)

<p>9. How are your security personnel equipped?</p> <ul style="list-style-type: none"> <li>• armed</li> <li>• radio</li> <li>• pager</li> <li>• phone</li> <li>• other</li> </ul> <p>Please provide details.</p>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p>																									
<p>10. Please indicate the number of personnel normally on duty.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th></th><th colspan="2">Throughout the building</th><th colspan="2">Temporary Exhibition Galleries</th></tr> <tr> <th></th><th>Stationary</th><th>Patrolling</th><th>Stationary</th><th>Patrolling</th></tr> <tr> <td>Public Hours (Day / Evening)</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Closed to public but open to staff</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Closed hours</td><td></td><td></td><td></td><td></td></tr> </table>		Throughout the building		Temporary Exhibition Galleries			Stationary	Patrolling	Stationary	Patrolling	Public Hours (Day / Evening)					Closed to public but open to staff					Closed hours				
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Closed hours																										
<p>11. How many galleries are assigned to each security person?</p>																										
<p>12.1 Is a security person assigned during installation &amp; de-installation periods?</p>	<p><b>YES/NO</b></p>																									
<p>12.2 If <b>NO</b> to 12.1 can security guards be assigned if required?</p>	<p><b>YES/NO</b></p>																									
<p>13. How often are temporary exhibition galleries checked when closed and by whom?</p>																										
<p>14.1 Are security personnel stationed at all entrances and exits to the building during open hours?</p>	<p><b>YES/NO</b></p>																									
<p>14.2. If <b>NO</b> to 14.1 please provide details.</p>																										
<p>15. Are the contents of bags, briefcases etc. checked on entry and exit to the building?</p>	<p><b>YES/NO</b></p>																									

## SECURITY IN CONFIDENCE

### [F] GUARDING & INVIGILATION (Cont)

<p>16.</p> <p>Do you restrict the taking of bags, umbrellas and the like into the exhibition space?</p> <p>If NO, provide details of what you do.</p>	<p><b>YES/NO</b></p>
<p>17.1</p> <p>Are exterior perimeter checks of the building carried out?</p>	<p><b>YES/NO</b></p>
<p>17.2</p> <p>By whom?</p>	
<p>17.3</p> <p>How often?</p>	
<p>17.4</p> <p>What evidence is provided to confirm that these checks are carried out?</p>	
<p>18.1</p> <p>Does your organisation have an emergency disaster procedure?</p>	<p><b>YES/NO</b></p>
<p>18.2</p> <p>If YES how frequently are staff trained regarding this procedure?</p>	
<p>19.</p> <p>What emergency procedures are in place to deal with theft and vandalism?</p>	
<p>20.</p> <p>Are the exhibition areas</p> <ul style="list-style-type: none"> <li>• one large room</li> <li>• a series of small rooms</li> <li>• other</li> </ul> <p>Please provide details.</p>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>



## SECURITY IN CONFIDENCE

### [F] GUARDING & INVIGILATION (Cont)

<p>21. Where are exhibition objects unpacked and repacked prior to and after display?</p>	
<p>22. How often are 'checklist' checks made of objects in temporary exhibitions?</p>	
<p>23. Who conducts these checks?</p>	
<p>24. What records do you maintain on internal movement and relocation of objects received on loan?</p>	
<p>25. Indicate the position/title of ALL individuals authorised to sign for the removal of objects from the building.</p>	
<p>26. You are required to attach a copy of your <b>emergency and disaster procedures</b> to this supplement. Has this been done?</p>	<p><b>YES/NO</b></p>

## SECURITY IN CONFIDENCE

### [G] EXHIBITION SPACES

<p>1. Are any spaces used for temporary exhibitions located in public activity areas?</p> <ul style="list-style-type: none"> <li>• lobbies</li> <li>• hallways</li> <li>• libraries</li> <li>• cafés</li> <li>• classrooms</li> </ul> <p>If YES, please supply details.</p>	<p>YES/NO YES/NO YES/NO YES/NO YES/NO</p>
<p>2.1 Is the consumption of food or drink ever permitted, or are events (concerts, receptions, dance etc.) ever permitted in exhibition areas?</p>	<p>YES/NO</p>
<p>2.2 If YES how are these controlled?</p>	
<p>3.1 Does ANY exterior door open directly into the exhibition areas?</p>	<p>YES/NO</p>
<p>3.2 If YES to 3.1 please supply location of door/s and details including methods of securing e.g.</p> <ul style="list-style-type: none"> <li>• locks</li> <li>• gates</li> <li>• roller shutters</li> <li>• metal cladding</li> <li>• bars</li> <li>• escape mechanisms</li> <li>• alarms</li> </ul>	<p>YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO</p>

## SECURITY IN CONFIDENCE

### [G] EXHIBITION SPACES (cont)

<p>4.1 Are there windows and/or roof lights in the exhibition areas?</p>	<p><b>YES/NO</b></p>
<p>4.2 If YES to 4.1 please supply location and details including methods of securing e.g.</p> <ul style="list-style-type: none"> <li>locks</li> <li>gates</li> <li>roller shutters</li> <li>metal cladding</li> <li>bars</li> <li>escape mechanisms</li> <li>alarms</li> </ul>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p>
<p>5.1 Is there a modular wall partition/panel system?</p>	<p><b>YES/NO</b></p>
<p>5.2 If YES to 5.1 please indicate method of support</p> <ul style="list-style-type: none"> <li>supported at floor &amp; ceiling</li> <li>supported at floor only</li> <li>construction materials</li> </ul>	<p><b>YES/NO</b> <b>YES/NO</b></p>
<p>5.3 Please describe how the exhibition area is routinely managed during an exhibition for:</p> <ul style="list-style-type: none"> <li>light replacement</li> <li>cleaning of floors and display cases</li> <li>checking of equipment</li> </ul>	

SECURITY IN CONFIDENCE

## [H] DISPLAY

## 1.1

Are glass or Plexiglas cases available to protect fragile, small or high value loan?

**YES/NO**

Are they

- free standing
- wall mounted
- laminated glass
- polycarbonate
- wood framed
- metal Framed
- bonded glass
- secured with screws
- sealed seams
- locked
- other \*\*

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

**YES/NO**

If **OTHER**, please provide details.

## 1.2

If required can cases be provided?

**YES/NO**

2.

What methods are used to secure loans to walls, partitions, plinths etc.? Please describe your usual method.

3.

### Can framed wall-mounted loans be individually alarmed?

**YES/NO**

Please provide details.

4.

Do you use barriers or other methods of physical protection for material on display?

**YES/NO**

Please describe your usual method including the distance from the loan.

5.

Describe the manner in which small objects are secured to display walls to deter theft.

## SECURITY IN CONFIDENCE

## [I] HANDLING

<p>1.</p> <p>Who carries out the unloading/loading of exhibition objects from vehicles at your organisation? Provide details.</p>	
<p>2.</p> <p>How many people are available to assist with this activity?</p>	
<p>3.</p> <p>Who carries out the unpacking/handling of loan objects?</p>	
<p>4.</p> <p>How many people are available to assist with this activity?</p>	
<p>5.</p> <p>What training have they received in this activity?</p>	
<p>6.</p> <p>Who supervises them whilst they perform this activity?</p>	
<p>7.</p> <p>Where are crates, packing materials etc stored?</p>	
<p>8.</p> <p>Who is responsible for completing incoming/outgoing condition reports of loan objects?</p>	



# SECURITY IN CONFIDENCE

## [J] ENVIRONMENT

<p>1. Do you make routine inspections for rodent, insect and micro-organism problems?</p>	<p>YES/NO</p>
<p>2. If YES, please describe method and frequency of inspections.</p>	
<p>3. Does your air conditioning system provide temperature and relative humidity control?</p> <ul style="list-style-type: none"> <li>in display areas</li> <li>in storage areas</li> </ul>	<p>YES/NO</p> <p>YES/NO</p>
<p>4. If NO, please provide details of what your system does provide.</p>	
<p>5. Does your air conditioning and relative humidity system operate 24 hours a day, 7 days per week?</p>	<p>YES/NO</p>
<p>6. If NO, could it operate 24 hours a day, 7 days per week for the period during which the loan objects would be in your possession?</p>	<p>YES/NO</p>
<p>7. Please provide details of:</p> <ul style="list-style-type: none"> <li>the brand/manufacturer of your A/C system</li> <li>the type of A/C system you have installed</li> <li>the date it was installed</li> <li>the date it was upgraded</li> <li>date of last service</li> <li>your service provider</li> </ul>	
<p>8. What system do you have in place in the event of your air conditioning system failing to operate? Please provide details.</p>	

## SECURITY IN CONFIDENCE

### [J] ENVIRONMENT (cont)

<p>9.</p> <p>What ranges of temperature AND relative humidity are maintained?</p> <ul style="list-style-type: none"> <li>• in display areas</li>     <li>• in storage</li> </ul>	<div style="margin-bottom: 20px;"> Temp      °C      —      °C  Relative humidity      %      —      % </div> <div> Temp      °C      —      °C  Relative humidity      %      —      % </div>
<p>10.</p> <p>Are you able to adjust the temperature and relative humidity levels to suit particular objects?</p>	<p><b>YES/NO</b></p>
<p>11.</p> <p>If YES, what are the lowest/ highest settings available?</p> <ul style="list-style-type: none"> <li>• in display areas</li>     <li>• in storage</li> </ul>	<div style="margin-bottom: 20px;"> Temp      °C      —      °C  Relative humidity      %      —      % </div> <div> Temp      °C      —      °C  Relative humidity      %      —      % </div>
<p>12.</p> <p>How frequently do you monitor the temperature and relative humidity levels?</p> <ul style="list-style-type: none"> <li>• in display areas</li>     <li>• in storage</li> </ul>	
<p>13</p> <p>How are the temperature and relative humidity levels monitored? (eg electronically, hygrothermograph, sling psychrometer etc)</p> <ul style="list-style-type: none"> <li>• in display areas</li>     <li>• in storage</li> </ul>	
<p>14.</p> <p>What type of lighting do you have in display areas?</p> <p>natural (windows)</p> <ul style="list-style-type: none"> <li>• UV filtered</li> <li>• fitted with shades of curtains</li> </ul> <p>Natural (skylights)</p> <ul style="list-style-type: none"> <li>• UV filtered</li> <li>• fitted with shades or curtains</li> </ul> <p>Fluorescent</p> <ul style="list-style-type: none"> <li>• UV filtered</li> </ul>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>

# SECURITY IN CONFIDENCE

## [J] ENVIRONMENT (cont)

<p>14.1 What type of lighting do you have in display areas? (cont)</p> <p>Incandescent</p> <ul style="list-style-type: none"> <li>tungsten</li> <li>iodide</li> <li>quartz</li> </ul> <p>Other, please specify.</p>	<p>YES/NO YES/NO YES/NO YES/NO</p>
<p>15. How frequently are light levels monitored and by whom?</p>	
<p>16. How are light levels monitored?</p>	
<p>17. Can light levels be set to suit particular objects?</p> <p>If YES, how low can they be set (# of foot-candles)?</p>	

SECURITY IN CONFIDENCE

## [J] ENVIRONMENT (cont)

<p><b>18.</b></p> <p>Are display cases ever internally lit?</p> <p>If YES, what type of lighting is used?</p> <ul style="list-style-type: none"> <li>• fluorescent</li> <li>• incandescent</li> <li>• UV filtered</li> <li>• fibre optic</li> </ul>	<p><b>YES/NO</b></p>        <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>
<p><b>19.</b></p> <p>How many hours per week will the objects be exposed to light (include hours when closed to the public)?</p>	

## [K] INCIDENTS

<p>1.1 Have there been any incidents of theft or damage to your collections or loans to your building over the last three years?</p>	<p><b>YES/NO</b></p>
<p>1.2 If <b>YES</b> to 1.1 please provide details &amp; indicate precautions taken to prevent further incidents.</p>	

## [L] BUILDING AND FLOORPLANS

<p>1.</p> <p>To assist the lender to make an assessment of the practicalities involved in making loans, it is necessary for you to <b>attach a scaled floor plan of your building and display area/s</b> with windows, entry/exit points, fire detectors, sprinklers heads, fire hoses, portable fire extinguishers, intruder detectors and CCTV cameras marked on the plan.</p> <p>Have you attached this detailed scaled floor plan of your building and display area/s to this facilities report?</p> <p>If <b>NO</b>, please provide reasons.</p>	<p>YES/NO</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## SECURITY IN CONFIDENCE

*The undersigned is a legally authorised representative of the borrowing institution and confirms that the information provided in this report is a complete and accurate representation of the facility, security systems and care provided to objects both owned and borrowed.*

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

***Please Note: Any important changes to the security arrangements outlined above should be made known to the lending institution immediately***

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