3.2 Building Maintenance Routine & Schedule (Interim)

Please describe the museum’s building maintenance routine. Include a copy of the building maintenance schedule with details of the frequency and type of maintenance carried out and the person/s responsible for managing building maintenance.

This is a Minimum Standard for Interim Accreditation (Safeguarding the Condition of the Collection). Please enclose the relevant additional documents along with your Application Form.

Requirements

(i) This minimum standard focuses on basic practice which is essentially a good housekeeping routine. Applicants must check the exterior and interior of the museum building/s and any storage facilities (on-site and off-site) at least once a year. A log book must be kept listing all services, names and addresses of maintenance firms, details (dates and names) of service and repairs carried out.

(ii) Applicants must submit a written building maintenance schedule. This should record the person who checks the building, date, and type of maintenance carried out.

(iii) If two organisations are involved in managing the museum, the person responsible for Collections Care should liaise with the owners of the building regarding its maintenance.

Note: For Accreditation Purposes this Standard is considered with standards 3.11, 3.12, 3.14, 3.15 and 3.18 under the heading: Safeguarding the Condition of the Collection