

## 3.2 Building Maintenance Routine & Schedule (Interim)

3.2 ■ 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**