3.15 Maintenance Routine for Exhibitions (Interim)

3.15 Please describe the maintenance routine in place for exhibitions. Submit a copy of the maintenance schedule for exhibitions, including details of person responsible, frequency and type of maintenance carried out.

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) Applicants must demonstrate that there is a regular, written maintenance schedule in operation, including details of the person responsible, the frequency of its operation, and information about seasonal closure where applicable.
(ii) Applicants must submit a copy of the written maintenance schedule.

Guidelines
A. This minimum standard focuses on basic practice which is essentially a good housekeeping routine. A regular walkabout (weekly) of all areas should be undertaken and anything amiss noted. Museums should demonstrate that there is a cleaning schedule for the exhibition space, to include dusting down and cleaning of exterior surfaces of display cases, etc.
B. Scheduled inspection and cleaning of interiors of display areas and objects for dust, insects, deterioration should be carried out.
C. Display cases and mounts should be checked to ensure that they are in good working and decorative order.
D. With regard to ‘long-term’ exhibitions, evidence of an object rotation regime should be in place for purposes of variety and/or preservation of collection.
E. All electrical and audio-visual elements in the exhibition should be in working order. Spare supplies (e.g. bulbs) should be kept in stock. A service contract or arrangements for prompt repair of audio-visual equipment should be in place.

Note: For Accreditation Purposes this Standard is considered with standards 3.2, 3.11, 3.12, 3.14 and 3.18 under the heading: Safeguarding the Condition of the Collection