

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**