This Facilities Report supplement has been devised by the United Kingdom Registrars' Group (UKRG) in consultation with the UK Museums Security Adviser at Museums, Libraries and Archives Council for use with the United Kingdom Standard Facilities Report.

The form will enable lenders and, if requested the UK Museums Security Adviser to assess the practicalities involved in making loans with particular regard to emergency and security planning. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.

It should therefore be completed and returned as quickly as possible.

The form is intended for use in all kinds of museums and galleries, irrespective of type of collection or size. For this reason not all questions will be relevant to every borrower. However as a standard form it can be filled in once and updated for use with any future loan requests. Please complete the form therefore as fully and accurately as possible, adding any other information which you feel may be relevant. You should retain a copy for future use.

It is important that you do NOT include the name or address of the venue that the questionnaire describes. Identification should be by the reference code found below.

Lending Institution's reference code (to be completed by Lending Institution only)	

[A] Building Construction

1. Are your premises purpose-built galleries / museums / other?	
2. If "OTHER" please supply details	

3. When were your premises completed?									

4. What type of building materials are used in the construction of the building?		Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Other*	
	Exterior Walls									
	Interior Walls									
	Ceilings									
	*If OTHER please provide details									

5. If YES, please supply details (nature of work, dates)	

[B] Security Alarms

1.1 Do you have electronic intruder detection systems in operation throughout the building? Please supply details	YES/NO

1.2 If NO to 1.1 please specify which areas are not protected?	YES/NO

2. Do you have a computer based management system providing graphics and contingency response?	YES/NO

3.
What type of detection equipment is in operation?
 	
    ▪ Magnetic Contact
    ▪ Motion
    ▪ Photo-electric ray
    ▪ Infrared
    ▪ Ultrasonic
    ▪ Weight/press
    ▪ Sound
    ▪ CCTV
    ▪ Other
 	
Please supply details
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO

4.
Who does your intruder detection system alert?
 	
    ▪ In house central security control
    ▪ Local Police
    ▪ Guarding Company
    ▪ Alarm Receiving Centre
    ▪ Other
 	
Please supply details
	YES/NO
	
	YES/NO
	YES/NO
	YES/NO
	YES/NO

5. What is the response time to an alarm?	
6. How often are your security systems tested?	

7. Who undertakes these tests?	
8. Are records kept of all alarm signals received including time, date, location, action taken, cause of alarm? Please supply details	YES/NO
9. UK Only Is the alarm transmitted over a monitored line? (e.g. *BT Redcare*) Please supply details	YES/NO

[C] CCTV

1. Is there a CCTV system in the building? ▪ Colour ▪ Black & White	 YES/NO YES/NO
2. What areas does it cover? ▪ Main Entrance ▪ All galleries ▪ Temporary Exhibition Galleries Only ▪ External parts of the building ▪ Other	 YES/NO YES/NO YES/NO YES/NO YES/NO

3.
Who monitors the system and where?
 	
    ▪ Security staff in security control room
    ▪ Receptionist at entrance desk
    ▪ Curator in office
    ▪ Other
	
	YES/NO
	
	YES/NO
	
	YES/NO
	YES/NO

4.
Is there a recording system?
 	
    ▪ Simple
    ▪ Multiplexer
	
	YES/NO
	YES/NO

5. Are recordings time & date generated?	YES/NO

6.
How long are recordings kept?
 	
    ▪ A week
 	
    ▪ Month
 	
    ▪ Other
 	
Please specify
	
	YES/NO
	
	YES/NO
	
	YES/NO
	....
	....
	....
	....
	....
	....

[D] Fire Protection

1. Is the entire building protected by a fire detection/alarm system?	YES/NO
2. If NO please indicate areas NOT covered	

3.
If YES please specify type of system
 	
    ▪ Manual
    ▪ Automatic
 	
Please supply details
	
	YES/NO
	YES/NO

4. How is the fire detection system activated?		Temporary Exhibition Areas	Storage Areas
	Self-activated heat detection		
	Self-activated smoke detection		
	Manual activation (e.g.break glass)		

5.
Who does the fire alarm system alert?
 	
    ▪ In-house control station panel
    ▪ In-house audible alarms
    ▪ Local fire station direct
    ▪ Local fire station direct
    ▪ Central fire station
    ▪ Other
Please supply details
	
	YES/NO
	
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO

6. Are all emergency exit doors equipped with alarms to detect unauthorised use?	YES/NO

7. How often are the systems checked and by whom?	
8. Is there a fire suppression system in operation?	
▪ Wet pipe in non-art areas	YES/NO
▪ Dry pipe in non-art areas	YES/NO
▪ Cross-zoned to the smoke/fire detection systems in the galleries	YES/NO
▪ Halon or other gas systems	YES/NO
Please specify location, manufacturer, year installed	

▪ Fire hoses
    ▪ Portable fire extinguishers
    ▪ Pressurised water
    ▪ Carbon dioxide
    ▪ Dry chemical foam
    ▪ Halon
    ▪ Acid
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO

9. How frequently are staff trained in the use of portable extinguishers?	
10. Is smoking permitted in any part of the building? Please supply details	YES/NO
11. Is the local fire station staffed on a 24-hour 7 day basis?	YES/NO
12. How long does it take the fire service to arrive at the building in response to an alarm?	

[E] Guarding & Invigilation

1. Do you have 24-hour continuous human guard security on the premises (as opposed to periods of electronic-only surveillance)?	YES/NO

2.
If NO would your institution be prepared to hire additional guards if required
 	
   ▪ Routinely
   ▪ On specific occasions
 	
Please supply details
	
	YES/NO
	YES/NO

3.
What type of security personnel does your institution use?
 	
   ▪ Regular security staff of you institution
   ▪ Other staff of your institution
   ▪ Contract security staff from an outside security company
   ▪ Student
   ▪ Volunteers
   ▪ Other
 	
Please supply details
	
	YES/NO
	
	YES/NO
	
	YES/NO
	
	YES/NO

4. Is there a trained security supervisor in charge at all times?	YES/NO
5. What training do your security guards receive?	

6. How are your security guards equipped?	
▪ Armed	YES/NO
▪ Radio	YES/NO
▪ Pager	YES/NO
▪ Phone	YES/NO
▪ Other	YES/NO
Please supply details	

7. Please indicate the number of guards normally on duty		Throughout the building		Temporary Exhibition Galleries	
		Stationary	Patrolling	Stationary	Patrolling
	Public Hours (Day / Evening)				
	Closed to public but open to staff				
	Closed hours				

8. How many galleries are assigned to each security guard?	

9.1 Is a security guard assigned during installation & de-installation periods?	YES/NO

9.2 If NO to 9.1 can security guards be assigned if required?	YES/NO

10. How often are temporary exhibition galleries checked when closed and by whom?	

11.1 Are security guards stationed at all entrances and exits to the building during open hours?	YES/NO

11.2. If NO to 11.1 please supply details	
12. Are the contents of bags, briefcases etc. checked on entry & exit?	YES/NO
13.1 Are exterior perimeter checks of the building carried out?	YES/NO
13.2 By whom?	
13.3 How often?	
14.1 Does your institution have an emergency disaster procedure?	YES/NO
14.2 If YES how frequently are staff trained regarding this procedure?	
15. What emergency procedures are in place to deal with theft and vandalism?	

16.
Are the exhibition areas:
 	
   • One large room
   • A series of small rooms
   • Other
 	
Please supply details
	
	YES/NO
	YES/NO
	YES/NO

[F] Exhibition Spaces

1.
Are the exhibition areas:
 	
   ▪ One large room
   ▪ A series of small rooms
   ▪ Other
Please supply details
	
	YES/NO
	YES/NO
	YES/NO

2.
Are any spaces used for temporary exhibitions located in public activity areas?
   ▪ Lobbies
   ▪ Hallways
   ▪ Libraries
   ▪ Cafés
   ▪ Classrooms
 	
Please supply details
	
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO

3.1 Is the consumption of food or drink ever permitted, or are events (concerts, receptions, dance etc.) ever permitted in exhibition areas?	YES/NO
3.2 If YES how are these controlled?	
4.1 Do exterior doors open directly into the exhibition areas?	YES/NO

4.2 If YES to 4.1 please supply details including methods of securing e.g.	
▪ Locks	YES/NO
▪ Gates	YES/NO
▪ Roller shutters	YES/NO
▪ Metal cladding	YES/NO
▪ Bars	YES/NO
▪ Escape mechanisms	YES/NO
▪ Alarms	YES/NO
5.1 Are there windows and/or roof lights in the exhibition areas?	YES/NO
5.2 If YES to 5.1 please supply details including methods of securing e.g.	
▪ Locks	YES/NO
▪ Gates	YES/NO
▪ Roller shutters	YES/NO
▪ Bars	YES/NO
▪ Escape mechanisms	YES/NO
▪ Alarms	YES/NO
▪ Metal cladding	YES/NO
6.1 Is there a modular wall partition/panel system?	YES/NO
6.2 If YES to 6.1 please indicate:	
▪ Method of support: supported at floor & ceiling	YES/NO
▪ or supported at floor only	YES/NO
▪ Construction materials	YES/NO

[G] Display

1.1
Are glass or Plexiglas cases available to protect fragile, small or high value loan
 	
    ▪ Free standing
    ▪ Wall mounted
    ▪ Laminated glass
    ▪ Polycarbonate
    ▪ Other
    ▪ Wood framed
    ▪ Metal Framed
    ▪ Bonded glass
    ▪ Secured with screws
    ▪ Sealed seams
    ▪ Other locked
	
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO
	YES/NO

Please provide details	
1.2 If required can cases be provided? *If a UKRG Standard Facilities Report Display Case Supplement has been completed please refer to the relevant section of that questionnaire*	YES/NO
2. What methods are used to secure loans to walls, partitions, plinths etc.? Please describe your usual method	YES/NO
3. Can framed wall-mounted loans be individually alarmed? Please provide details	YES/NO

4. Do you use barriers or other methods of physical protection for material on display? Please describe your usual method including the distance from the loan.	YES/NO

[H] Incidents

8.1 Have there been any incidents of theft or damage to your collections or loans to your building over the last three years	YES/NO
8.2 If YES to 8.1 please provide details & indicate precautions taken to prevent further incidents	

Signed:_____ **Name**: _____

Position: _____ **Date**: _____

Please Note
Any important changes to the security arrangements outlined above should be made know to the lending institution immediately.

UKRegistrarsGroup

www.ukregistrarsgroup.org