

UKRG STANDARD FACILITIES REPORT

Security Supplement



CONFIDENTIAL

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 <u>only</u>)	
--	--

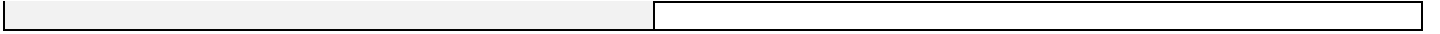
<p>3. What type of detection equipment is in operation?</p> <ul style="list-style-type: none"> • Magnetic Contact • Motion • Photo-electric ray • Infrared • Ultrasonic • Weight/press • Sound • CCTV • Other 	<p>YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO</p>
<p><i>Please supply details</i></p>	<p>.....</p>
<p>4. Who does your intruder detection system alert?</p> <ul style="list-style-type: none"> • In house central security control • Local Police • Guarding Company • Alarm Receiving Centre • Other 	<p>YES/NO YES/NO YES/NO YES/NO YES/NO</p>
<p><i>Please supply details</i></p>	<p>.....</p>
<p>5. What is the response time to an alarm?</p>	<p>.....</p>
<p>6. How often are your security systems tested?</p>	<p>.....</p>
<p>7. Who undertakes these tests?</p>	<p>.....</p>
<p>8. Are records kept of all alarm signals received including time, date, location, action taken, cause of alarm?</p>	<p>YES/NO</p> <p>.....</p>
<p>9. UK Only</p> <p>Is the alarm transmitted over a monitored line? (e.g. BT Redcare)</p>	<p>YES/NO</p> <p>.....</p>

[C] CCTV

<p>1. Is there a CCTV system in the building?</p> <ul style="list-style-type: none"> • Colour • Black & White 	<p>YES/NO YES/NO</p>
<p>2. What areas does it cover?</p> <ul style="list-style-type: none"> • Main Entrance • All galleries • Temporary Exhibition Galleries Only • External parts of the building • Other 	<p>YES/NO YES/NO YES/NO YES/NO YES/NO</p>
<p>3. Who monitors the system and where?</p> <ul style="list-style-type: none"> • Security staff in security control room • Receptionist at entrance desk • Curator in office • Other 	<p>YES/NO YES/NO YES/NO YES/NO</p>
<p>4. Is there a recording system?</p> <ul style="list-style-type: none"> • Simple • Multiplexer 	<p>YES/NO YES/NO</p>
<p>5. Are recordings time & date generated?</p>	<p>YES/NO</p>
<p>6. How long are recordings kept?</p> <ul style="list-style-type: none"> • A week • Month • Other <p><i>Please specify</i></p>	<p>YES/NO YES/NO YES/NO</p> <p>----- ----- ----- -----</p>

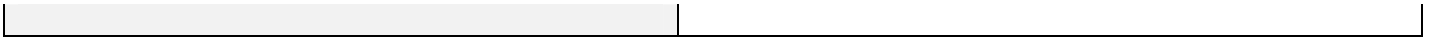
[D] FIRE PROTECTION

<p>1. Is the entire building protected by a fire detection/alarm system?</p>	<p>YES/NO</p>
<p>2. If NO please indicate areas NOT covered</p>	<p>----- ----- ----- -----</p>
<p>3. If YES please specify type of system</p> <ul style="list-style-type: none"> • Manual • Automatic <p><i>Please supply details</i></p>	<p>YES/NO YES/NO</p> <p>----- ----- -----</p>



[D] FIRE PROTECTION (cont)

<p>4. How is the fire detection system activated?</p>	<table border="1" style="float: right; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">Temporary Exhibition Areas</th> <th style="padding: 2px;">Storage Areas</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td><td style="height: 20px;"> </td></tr> </tbody> </table> <p>Self-activated heat detection</p> <p>Self-activated smoke detection</p> <p>Manual activation (e.g.break glass)</p>	Temporary Exhibition Areas	Storage Areas						
Temporary Exhibition Areas	Storage Areas								
<p>5. Who does the fire alarm system alert?</p> <ul style="list-style-type: none"> • In-house control station panel • In-house audible alarms • Local fire station direct • Central fire station • Other <p><i>Please supply details</i></p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p>								
<p>6. Are all emergency exit doors equipped with alarms to detect unauthorised use?</p>	<p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p>								
<p>7. How often are the systems checked and by whom?</p>	<p>-----</p> <p>-----</p> <p>-----</p>								
<p>8. Is there a fire suppression system in operation?</p> <ul style="list-style-type: none"> • Wet pipe in non-art areas • Dry pipe in non-art areas • Cross-zoned to the smoke/fire detection systems in the galleries • Halon or other gas systems <p><i>Please specify location, manufacturer, year installed</i></p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p>								
<ul style="list-style-type: none"> • Fire hoses • Portable fire extinguishers <ul style="list-style-type: none"> Pressurised water Carbon dioxide Dry chemical foam Halon Acid 	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p>								
<p>9. How frequently are staff trained in the use of portable extinguishers?</p>	<p>-----</p> <p>-----</p> <p>-----</p>								
<p>10. Is smoking permitted in any part of the building?</p> <p><i>Please supply details</i></p>	<p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p>								



[E] **GUARDING & INVIGILATION (cont.)**

<p>7. Please indicate the number of guards normally on duty</p>		<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 2px;">Throughout the building</th> <th colspan="2" style="padding: 2px;">Temporary Exhibition Galleries</th> </tr> <tr> <th style="padding: 2px;">Stationary</th> <th style="padding: 2px;">Patrolling</th> <th style="padding: 2px;">Stationary</th> <th style="padding: 2px;">Patrolling</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> </tbody> </table>	Throughout the building		Temporary Exhibition Galleries		Stationary	Patrolling	Stationary	Patrolling												
Throughout the building		Temporary Exhibition Galleries																				
Stationary	Patrolling	Stationary	Patrolling																			
<p>8. How many galleries are assigned to each security guard?</p>	<p style="text-align: center;">Public Hours (Day / Evening) Closed to public but open to staff Closed hours</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>																				
<p>9.1 Is a security guard assigned during installation & de-installation periods?</p>	<p style="text-align: center;">YES/NO</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>																				
<p>9.2 If NO to 9.1 can security guards be assigned if required?</p>	<p style="text-align: center;">YES/NO</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>																				
<p>10. How often are temporary exhibition galleries checked when closed and by whom?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>																
<p>11.1 Are security guards stationed at all entrances and exits to the building during open hours?</p>	<p style="text-align: center;">YES/NO</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>																				
<p>11.2. If NO to 11.1 <i>please supply details</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>																
<p>12. Are the contents of bags, briefcases etc. checked on entry & exit?</p>	<p style="text-align: center;">YES/NO</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>																				
<p>13.1 Are exterior perimeter checks of the building carried out?</p>	<p style="text-align: center;">YES/NO</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>																				
<p>13.2 By whom?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>																
<p>13.3 How often?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>																
<p>14.1 Does your institution have an emergency disaster procedure?</p>	<p style="text-align: center;">YES/NO</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>																				
<p>14.2 If YES how frequently are staff trained regarding this procedure?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> <tr> <td style="height: 15px;"> </td> </tr> </table>																
<p>15.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 15px;"> </td> </tr> </table>																			

What emergency procedures are in place to deal with theft and vandalism?	----- ----- ----- -----
--	----------------------------------

[E] GUARDING & INVIGILATION (cont.)

16. Are the exhibition areas <ul style="list-style-type: none"> • One large room • A series of small rooms • Other <i>Please supply details</i>	YES/NO YES/NO YES/NO ----- ----- -----
--	--

[F] EXHIBITION SPACES

1. Are the exhibition areas <ul style="list-style-type: none"> • One large room • A series of small rooms • Other <i>Please supply details</i>	YES/NO YES/NO YES/NO ----- ----- -----
2. Are any spaces used for temporary exhibitions located in public activity areas? <ul style="list-style-type: none"> • Lobbies • Hallways • Libraries • Cafés • Classrooms <i>Please supply details</i>	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

[F] EXHIBITION SPACES (cont.)

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
• Metal cladding	YES/NO
• Bars	YES/NO
• Escape mechanisms	YES/NO
• Alarms	YES/NO
6.1 Is there a modular wall partition/panel system?	YES/NO
6.2 If YES to 6.1 please indicate	YES/NO
• Method of support (supported at floor & ceiling • Or supported at floor only) • Construction materials	

[G] DISPLAY

1.1 Are glass or Plexiglas cases available to protect fragile, small or high value loan	YES/NO
• Free standing	YES/NO
• Wall mounted	YES/NO
• Laminated glass	YES/NO
• Polycarbonate	YES/NO
• Other	YES/NO
• Wood framed	YES/NO
• Metal Framed	YES/NO
• Bonded glass	YES/NO
• Secured with screws	YES/NO
• Sealed seams	YES/NO
• Other	YES/NO
• locked	YES/NO
<i>Please provide details</i>	----- ----- ----- -----
1.2	-----

<p>If required can cases be provided?</p> <p><i>If a UKRG Standard Facilities Report Display Case Supplement has been completed please refer to the relevant section of that questionnaire</i></p>	<p>YES/NO</p>
--	----------------------

[G] DISPLAY

<p>2. What methods are used to secure loans to walls, partitions, plinths etc.? <i>Please describe your usual method</i></p> <p>3. Can framed wall-mounted loans be individually alarmed? <i>Please provide details</i></p> <p>4. Do you use barriers or other methods of physical protection for material on display? <i>Please describe your usual method including the distance from the loan.</i></p>	<p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p>
--	---

[H] INCIDENTS

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

Signed: _____ **Name:** _____

Position: _____ **Date:** _____

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

**UKRG Standard Facilities Report Security Supplement, Spring 2004
Copyright Notice**

These guidelines have been prepared by the UKRG. They may be freely reproduced and distributed within the museums, galleries, archives, library and information professions provided that the source is acknowledged.

