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|  | **FACILITIES REPORT**  for non-museum/gallery buildings |

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| **GENERAL** | | |
| Name of Exhibition Venue | |  |
| Exhibition Title | |  |
| Exhibition Dates | |  |
| Key Contact Person (Borrower) | |  |
| MMAC Committee Member completing this form | |  |
| Date of completion | |  |
| Comments  *[continue on separate sheet if necessary]* |  | |

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| 1. **BUILDING** | |
| Type of building and construction; approximate date |  |
| Detached or attached? |  |
| Church building or other type of building? |  |

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| 1. **EXHIBITION AREA** | |
| Is the exhibition area on the ground floor? |  |
| If not, is there a lift? |  |
| What is the largest size crate that can be fitted into the lift? |  |
| How are pictures fixed to walls? |  |
| Are free-standing screens required? |  |
| Is food and/or drink allowed in the exhibition area? |  |

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| 1. **ACCESS** | |
| Where does a delivery/collection vehicle park and how close is this to the entrance to the building? |  |
| Are there any steps into the building? |  |
| Are there any steps into/in the exhibition area? |  |

continued overleaf…

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| Are there any narrow corridors, low arches, tight corners, etc., which would make it difficult to manoeuvre a large crate? |  |
| How high and wide is the entrance to the building? |  |
| How high and wide are the corridors and the entrance to the exhibition area? |  |
| Where will the pictures be unpacked? |  |
| Where will the pictures’ crates be stored? |  |

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| 1. **SECURITY** | |
| Is the exhibition area a separate room in the building? |  |
| Are there any doors in the exhibition area which open directly to the outside? |  |
| Are there any windows in the exhibition area? |  |
| Are the windows lockable? |  |
| Are the windows fitted with bars? |  |
| Will any pictures be hung close to exit doors? |  |
| Is there a security system in place? If so, please provide details |  |
| Is there a CCTV system in place? |  |
| Are there motion detectors in operation? |  |
| Is there a fire detection system in place?  If so, please provide details. |  |
| What emergency plan(s) is/are in place for theft, fire, etc.? |  |

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| 1. **ENVIRONMENTAL CONDITIONS** | |
| What type of heating/cooling system is in place? |  |
| How is heating/cooling controlled? |  |
| Is the system maintained 24 hours a day? |  |
| Are you able to monitor temperature and provide records? |  |
| Will any pictures be hung near windows or radiators/heaters? |  |
| Will sunlight fall directly on any picture? |  |
| If so, are you able to close blinds or curtains? |  |
| What kind of lighting is in place? |  |
| Can the lighting be dimmed for the display of prints and drawings? |  |