

Museum Building Conservation Plan

Sample Outline (courtesy of City of Guelph Museums)

Building Conservation Plan

1. Introduction

2. Commemorative Integrity Statement/Statement of Purpose

3. Contacts

- Staff
- City Contacts
- Ambulance
- Cold Storage
- Conservators
- Electrician
- Elevator
- Fire Alarm
- Fire Department
- Gas
- Heating / Air Conditioning
- Pest Control Agent
- Plumber
- Police Department
- Power
- Security Company
- Sprinklers
- Telephone

4. Building Plans

5. Building Exterior Maintenance

- 5.1 Foundation maintenance / repairs
- 5.2 Wall maintenance / repairs
- 5.3 Roof maintenance / repairs
- 5.4 Window and Door maintenance / repairs
- 5.5 Exterior Signage maintenance / repairs

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5.6 Grounds maintenance

5.7 Paint Chips and Paint Schedule

5.8 Appendices

6. Main Building Interior Maintenance

6.1 Wall maintenance / repairs

6.2 Ceiling maintenance / repairs

6.3 Floor / carpet maintenance

6.4 Window maintenance / repairs

6.5 Cleaning services

6.6 Exhibition Maintenance and schedule

6.7 Paint Chips schedule

6.8 Washrooms

6.9 Appendices

➤ Record of repairs and painting

7. Electrical

7.1 Electrical Plans

7.2 Electrician Contacts

7.3 Electrical service description

7.4 Instructions for power shut-off

7.5 Appendices

➤ Record of previous repairs

8. Plumbing

8.1 Plumbing Plans

8.2 Plumber Contacts

8.3 Areas of potential risk

8.4 Instructions for water shut-off

8.5 Appendices

➤ Record of previous repairs

9. HVAC

9.1 HVAC Plans

9.2 HVAC Contacts

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9.3 HVAC description of equipment

9.4 HVAC service contract

9.5 Appendices

- Record of previous repairs

10. Elevator Maintenance

10.1 Elevator Plans

10.2 Elevator Contacts

10.3 Elevator description of equipment

10.4 Appendices

- Record of previous servicing / repairs
- Maintenance contract purchase order
- Service checklist

11. Pest Management

11.1 Contacts

11.2 Service Agreement

11.3 Appendices

- Service Contract
- Service Records

12. Security

12.1 Contacts

12.2 Procedure for arming and disarming building

12.3 Testing the security system

12.4 Security equipment description

12.5 Appendices

- Record of previous repairs
- Record of previous testing

13. Lighting

13.1 Suppliers

13.2 Types of lights used in the building

13.3 How to move and adjust track lighting fixtures

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14. Emergency Materials Maintenance

- 14.1 Map of emergency equipment
- 14.2 Fire extinguisher maintenance
- 14.3 Emergency light maintenance
- 14.4 First aid kit maintenance
- 14.5 Emergency drill training and drill schedule
- 14.6 Appendices
 - Fire extinguisher inspection schedule
 - First aid kit inspection form
 - Blank emergency drill forms
 - Completed emergency drill forms

15. Maintenance Schedule (see detail below)

- 15.1 Daily Maintenance
- 15.2 Weekly Maintenance
- 15.3 Monthly Maintenance
- 15.4 Quarterly Maintenance
- 15.5 Semi-annual Maintenance
- 15.6 Annual Maintenance
- 15.7 Quinquennial Checks (every 5 years)

16. Inspection Forms

- Exterior
- Exterior Roof
- Exterior Chimney
- Interior: Basement
- Interior: First Floor
- Interior: Second Floor
- Interior: Third Floor
- **Completed Forms**

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SAMPLE MAINTENANCE SCHEDULE (courtesy City of Guelph Museums)

Assistant Curator completes the following maintenance schedule. However, the larger inspections (e.g. Annual) may be completed with the help of other staff and the Property Manager of the City.

Daily Maintenance

- Do a quick Visual Check of the building exterior and interior to notice if anything is out of place or damaged.

Weekly Maintenance

- Check bathrooms to refill supplies (Assistant Curator and Administrative Assistant)
- Dust artefacts in the galleries; check for lost or damaged artefacts (Assistant Curator only)
- Put garbage out on Tuesday mornings.

Monthly Maintenance

- Test the security system to make sure that dispatch is reading our signal
- Change the hygrothermographs
- Check the fire extinguishers
- Test the emergency lights

Quarterly Maintenance (Every Three Months)

- Change the furnace filter
- Check areas of weakness for leaks or further deterioration

Semi-Annual Maintenance (Every Six Months)

- Check and clean all eaves troughs, outlets, and downspouts for leaves, pigeon droppings, etc. (Spring and Fall)
- Check and clean all flat roof outlets for the same debris as above
- Check and clear all catch basin gratings in parking lots and grassed areas
- Check the operation of heating cables to eaves troughs and downspouts (fall only)

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Quinquennial Maintenance (once Every Five Years)

A restoration architect should inspect the building for:

- Any structural defects
- Review the on going maintenance reports and draw attention to any long term problems that require long term monitoring

Staff should:

- Review the maintenance plan and assess standards for the building
- Determine the state of and need for internal refinishing, external refinishing
- Examine voids and crawl spaces for decay
- Inspect electrical equipment and mechanical equipment noting any replacements required
- Coordinate all proposed work with evolving understanding of history, interpretation and use as required