

MUSEUM & GALLERY EQUIPMENT AUDIT

An equipment audit is recommended for all customers who have accumulated equipment used for displaying and protecting artworks, as well as equipment used for guiding visitors through their facility or informing them.

If you would like advice on how to make the best use of what you have, you are welcome to send us your completed audit document for us to make recommendations.

PURPOSE OF THE AUDIT:

1. Verify existing inventory:

- Product number (or bespoke), name and finish
- Manufacturer
- Date of purchase (product design changes and knowing the date will assist in matching product)
- Product photo / Exhibit photo showing layout, keyed to entry on audit

2. Verify condition:

R = Replace

P = Partical re-use

K = Keep

3. Evaluate for replacement:

- Damaged beyond repair
- End of life (i.e., Elasticated cord should be replaced every 4 to 5 years as it loses elasticity and droops)

4. Evaluate for re-use:

- Re-use in new exhibit line-up
- Add on modular components to increase versatility (i.e., Add label holders and adaptors to protective barriers occuring in front of artworks)
- Eliminate end barriers and neatly tie back to wall with a wall terminator

5. Evaluate maintenance procedures for damage occurring to:

- Stationery equipment (i.e., Vacuum cleaners hitting floor mounted barriers repeatedly during cleaning)
- Freestanding barriers (i.e., Crews moving barriers for re-positioning exhibits can be rough and frequently bang into another barrier's base, upright or cord holding cap, causing unsightly damage)

6. Evaluate barrier layout for hazards:

- Are barriers and cords 'in' the visitor pathway creating a trip factor and causing damage?
- Are they 'in' the driving line of equipment used to move large artworks?

Next Step: Please use either our PDF audit template (best for using printed) or our editable Excel spreadsheet audit template (best used digitally, that you can input your equipment information directly into).

Need advice? Please contact us at:

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Or view our products online at www.absoluteproduct.com

MUSEUM & GALLERY EQUIPMENT AUDIT (PRINT-OUT)

An equipment audit is recommended for all customers who have accumulated equipment used for displaying and protecting artworks, guiding visitors through their facility or informing them.

If you would like advice on how to make the best use of what you have, you are welcome to send us your completed audit document by email (sales@absoluteproduct.com) for us to make recommendations.

<p>ITEM DETAILS</p> <p>Name, Finish, Manufacturer, Product Number</p> <p>Also: Attach photos of product keyed to entry, and attach photos of exhibit layout.</p>	<p>DATE OF PURCHASE</p> <p>Product design changes and knowing the date will assist in matching product.</p>	<p>CONDITION</p> <p>R = Replace P = Partial re-use K = Keep</p>	<p>EVALUATE FOR REPLACEMENT OR RE-USE</p> <p>Replacement: Damaged Beyond Repair, End of Life</p> <p>Tip - Elastic Cord should be replaced every 4-5 years as it loses elasticity and droops.</p> <p>Re-Use: Re-use in new exhibit line-up, add on modular components to increase versatility.</p>	<p>EVALUATE FOR MAINTENANCE & HAZARDS</p> <p>Maintenance: Stationary equipment (i.e. Vacuum cleaners hitting floor mounted barriers repeatedly during cleaning). Freestanding equipment (i.e. Crews moving barriers for re-positioning exhibitis can be rough & cause damage).</p> <p>Hazards: Are barriers and cords 'in' the visitor pathway creating a trip factor and causing damage? Are they in the driving line of equipment used to move large artworks?</p>