

Heritage Preservation

The National Institute for Conservation

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RISK EVALUATION AND PLANNING PROGRAM Walk-through Checklist

Section I: Grounds and Institutional Policies and Practices

A. Grounds

- A1. yes no n/a Are railings, benches, planters, and light/flag poles well-anchored?
- A2. yes no n/a Are overhanging trees and branches trimmed clear of power lines, communication lines, and facilities?
- A3. yes no n/a Are branches trimmed away from windows and skylights?
- A4. yes no Do all exits, emergency exits, and fire escapes give unobstructed access to a safe area?
- A5. yes no Do the grounds comply with Americans with Disabilities Act (ADA) codes?
- A6. yes no n/a Are grounds clear of accumulations of combustible material?
- A7. yes no n/a Are the grounds surrounded by a fence of appropriate height?
- A8. yes no If the institution utilizes dogs as a security measure, is there a trained handler on staff?
- A9. yes no _____
- A10. yes no _____

B. Emergency Response Access & External Relationships

- B1. yes no Is the site reachable by fire trucks and other emergency response equipment?
- B2. _____
_____ What is the response time for fire, medical, and police services:
_____ for an institutional event?
_____ for a community-wide event?
- B3. yes no n/a Is fire service access maintained and clear?
- B4. Are fire hydrants:
yes no n/a visible?
yes no n/a accessible?
yes no n/a operable?
- B5. Are fire department connections:
yes no n/a visible?
yes no n/a accessible?
yes no n/a operable?
- B6. yes no n/a Is there a drafting supply nearby (e.g., lake, creek)?
- B7. yes no Do local emergency services conduct annual walk-throughs or inspections of the grounds and buildings?

- B8. yes no Is the institution a component of a local emergency response plan?
- B9. yes no Have local, regional, and national resources for emergency planning and response been identified (e.g., volunteer pool, funding, mutual aid network, training opportunities)?
- B10. yes no Have appropriate contracts been secured for recovery operations (e.g., disaster recovery firm, conservator, project manager)?
- B11. yes no _____
- B12. yes no _____

C. Insurance

- C1. yes no n/a Are the insurance policies, including those covering collections, up to date?
- C2. yes no n/a Are "Acts of God" covered by the insurance policies?
- C3. yes no n/a Are replacement costs specified as needed?
- C4. yes no n/a Are staff aware of the records required for filing a claim?
- C5. yes no n/a Are records required for filing a claim maintained safely and accessibly?
- C6. yes no _____
- C7. yes no _____

D. Construction Projects

- D1. yes no Is a life safety and fire prevention policy in place for all contracted work?
- D2. yes no n/a Is the responsibility for fire safety precautions spelled out clearly in contracts?
- D3. Have room closures and changes in exit routes been:
yes no n/a noted in the emergency plan?
yes no n/a communicated to staff and visitors?
- D4. yes no n/a Are fire guards used in all cutting and welding operations?
- D5. yes no n/a Is debris removed nightly?
- D6. yes no n/a Are fire-resistant partitions used?
- D7. yes no n/a Are extra fire extinguishers available?
- D8. yes no n/a Is access by emergency response vehicles blocked by construction activity?
- D9. yes no n/a Is access to any emergency equipment (e.g., fire panels, fire department connections, fire hydrants) blocked by construction activity?
- D10. yes no n/a Is the construction area fenced off or otherwise secured?
- D11. yes no Is access to the building restricted to only necessary areas for

contractors?

D12. yes no

D13. yes no

E. Staff Responsibilities and Training

E1. yes no

Has a staff member been assigned responsibility for emergency planning?

E2. yes no

Are staff aware of how long it will take for a response from local emergency services in both local and widespread disasters and what they should do in that time?

E3. yes no

Do all staff members have access to emergency contact numbers from work and home?

E4. yes no

Are staff trained in sounding alarms?

E5. yes no

n/a Are staff trained in interpreting annunciator panels?

E6. yes no

Are staff trained in notifying emergency personnel?

E7. yes no

Are staff trained in using fire extinguishers?

E8. yes no

Are staff trained in turning off power, HVAC, sprinklers, and gas main?

E9. yes no

n/a Are staff trained in closing fire doors?

E10. yes no

Are staff trained in first aid, CPR, and AED?

E11. yes no

Is first aid, CPR, and AED equipment on-site?

E12. yes no

n/a Do staff have keys to mechanical rooms and janitorial closets?

E13. yes no

Are staff trained in overseeing evacuation of the building?

E14. yes no

Have all staff participated in an evacuation drill?

E15. yes no

Are there effective closing procedures to ensure the building is vacant?

E16. yes no

Has a staff member been assigned to inspect storage and exhibition areas?

E17. yes no

Has a staff member been assigned the responsibility for building maintenance?

E18. yes no

n/a Does security staff have appropriate training for dealing with all types of threats?

E19. yes no

n/a Have staff been trained in carrying out the emergency response plan?

E20. yes no

Have appropriate staff members been trained in conducting a damage assessment and collections salvage procedures?

E21. yes no

Have appropriate staff members been trained in collections preservation activities?

E22. yes no

Have appropriate staff members been trained in building maintenance and repair?

E23. yes no

Have appropriate staff members been trained in general housekeeping and cleaning?

E24. yes no

E25. yes no

F. Institutional Policies

- F1. yes no Does the institution have a written collections management policy?
- F2. yes no n/a Has a staff member been assigned the responsibility for implementation of the collections management policy?
- F3. Does the institution have a policy (written or unwritten) for:
- yes no interior environmental standards?
 - yes no documentation and record keeping?
 - yes no smoking?
 - yes no food and drink?
 - yes no housekeeping?
 - yes no loans (incoming and outgoing)?
 - yes no maintenance?
 - yes no pest management?
 - yes no preservation/conservation?
 - yes no theft?
 - yes no open flame/heat generation?
 - yes no vandalism prevention?
 - yes no vandalism response?
 - yes no bomb threats?
 - yes no hostage response situations?
 - yes no shelter in place situations?
 - yes no general security?
 - yes no power failures?
 - yes no emergency closings?
- F4. yes no n/a Are smoking, food, and/or drink prohibitions enforced?
- F5. yes no When changes are made to existing policies or procedures, are they documented?
- F6. yes no Are changes to existing policies or procedures distributed to all staff?
- F7. yes no
- F8. yes no
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G. Best Practices

- G1. yes no Does the institution maintain thorough collections accession and inventory documentation, including images?
- G2. yes no Are duplicates of the catalog and inventory maintained in a secure off-site location?
- G3. yes no n/a Are backups of institutional financial and operational information maintained in a secure off-site location?
- G4. yes no Is the leadership of the institution aware of the availability of

- funding sources to aid in disaster recovery?
- G5. yes no Is discretionary funding set aside for use in case of emergencies that damage the collections?
- G6. yes no Does the institution have a long-range conservation/preservation plan?
- G7. yes no n/a Has a staff member been assigned the responsibility for implementation of the long-range conservation/preservation plan?
- G8. yes no n/a Have emergency plans been tested, reviewed, and revised on an as-needed basis?
- G9. yes no Does the institution keep building and site drawings indicating the location of utility control valves?
- G10. yes no Does the institution routinely monitor for collections conditions?
- G11. yes no Does the institution routinely monitor for security?
- G12. yes no Does the institution borrow objects from other collections?
- G13. yes no When designing or installing new exhibits, are exit routes taken into account?
- G14. yes no When designing or installing new exhibits, is ease of object retrieval/removal in an emergency taken into consideration?
- G15. yes no Are special events permitted?
- G16. yes no n/a Are post-event inspections conducted by a staff member?
- G17. yes no Does the institution have a priority object listing for the protection in place, removal, or salvage of collections objects?
- G18. yes no _____
- G19. yes no _____

RISK EVALUATION AND PLANNING PROGRAM
Walk-through Checklist

Section 2: Building Information Building Name: _____

H. Building Exterior

- H1. yes no n/a Is the building exterior well lighted?
- H2. yes no Are there locks on all windows and doors?
- H3. yes no Are there alarms on all windows and doors?
- H4. yes no n/a Is the intrusion detection system monitored 24 hours?
- H5. yes no Is the roof sloped or pitched (not flat)?
- H6. yes no Is the roof covering sound—no buckling/bubbles, leaks, cracks, or standing water?

- H7. yes no Is roof and overhang flashing/caulking intact?
- H8. yes no Is equipment properly anchored on roof?
- H9. yes no n/a Is the drainage system (eaves, gutters, downspouts, etc.) connected into sewer system?

- H10. yes no n/a Is the drainage system directed away from building footings?
- H11. yes no n/a Is there good drainage around doors?
- H12. yes no n/a Are caulking and sealants around windows and skylights sound?

- H13. yes no Are walls free of cracks and seepage?
- H14. yes no n/a Does the building comply with seismic codes?
- H15. yes no Does the building comply with fire codes?
- H16. yes no Does the building comply with electrical codes?
- H17. yes no n/a Do chimney openings have a spark arrestor with sufficient mesh?

- H18. yes no _____
- H19. yes no _____

I. Building Interior

- I1. yes no Has the electrical system been inspected recently?
- I2. yes no Are appropriate outlet configurations in use and not overloaded?

- I3. yes no Are environmental conditions monitored?
- I4. yes no n/a Is environmental monitoring equipment calibrated yearly?
- I5. yes no n/a Does the institution have a back-up power supply?
 _____ what kind?
 _____ how long does it provide power?

- I6. yes no n/a Are ranges, hoods, and exhaust ducts in restaurants, eating areas, and laboratories professionally cleaned at least every two months?

- I17. yes no n/a Do restaurants and cooking areas have ventilation systems separate from collections areas?
- I18. yes no Are flammable liquids prohibited near electrical equipment?
- I19. yes no Are electrical appliances unplugged when not in use for extended periods of time?
- I10. yes no Do electrical appliances have warning lights?
- I11. yes no n/a Are woodworking equipment dust collectors functioning adequately and emptied when full?
- I12. yes no n/a Are power tools unplugged when not in use?
- I13. yes no n/a Are working fireplaces equipped with a spark screen and a schedule for cleaning?
- I14. yes no n/a Are elevators inspected every six months?
- I15. yes no n/a Are atriums inspected regularly?
- I16. yes no Does the building have a central heating, ventilation, and air conditioning system?
- I17. yes no n/a Does the system have an automatic shut-off in the event of a fire?
- I18. yes no n/a Is the furnace/boiler inspected each fall?
- I19. yes no n/a Does the air conditioning have leaks, mold, or effective damage?
- I20. yes no n/a Does the air conditioner have a dehumidifier?
- I21. yes no n/a Is the air conditioning capable of operating on exhaust to reduce smoke?
- I22. yes no n/a Is the temperature maintained 24 hours a day, 7 days a week?
- I23. yes no n/a Is the relative humidity maintained 24 hours a day, 7 days a week?
- I24. yes no n/a Is the system turned off for extended periods?
- I25. yes no n/a Does the system filter the air for dust?
- I26. yes no n/a Does the system filter the air for gaseous pollutants?
- I27. yes no Are portable fans used to cool the building?
- I28. yes no Are open doors used to cool the building?
- I29. yes no Are open windows used to cool the building?
- I30. yes no Are window air conditioners used to cool the building?
- I31. yes no Are portable heaters used to heat the building?
- I32. yes no Are portable humidifiers used?
- I33. yes no Are portable dehumidifiers used?
- I34. yes no Does the building comply with Americans with Disabilities Act (ADA) codes?
- I35. yes no _____
- I36. yes no _____

J. Collections Storage and Exhibition Areas

- J1. yes no Is storage furniture well braced?
- J2. yes no Are shelving and other storage furniture 4 to 6 inches off the floor?
- J3. yes no Are valuable materials stored above ground level?
- J4. yes no Have water pipes (both potable and fire suppression pipes) in the ceiling in the collections storage and exhibition areas been identified?
- J5. yes no Are collections storage areas equipped with:
yes no water alarms?
yes no drip pans?
- J6. yes no Are exhibition areas equipped with:
yes no water alarms?
yes no drip pans?
- J7. yes no Are all exits unobstructed?
- J8. yes no Are priority collections stored away from windows?
- J9. yes no Are exhibits and collections properly spaced (i.e., not overcrowded)?
- J10. yes no Are exhibit case lights operating properly with no signs of overheating?
- J11. yes no Is all exhibit furniture clear of exit routes and fire protection equipment?
- J12. yes no Are electrical needs met properly (e.g., no extension cords used)?
- J13. yes no Are salvage equipment and materials available from an easily accessible on-site location?
- J14. yes no Is the fire department familiar with collections storage and exhibition areas?
- J15. yes no Does the fire department have access to collections storage and exhibition areas?
- J16. yes no Does temporary wiring conform to the National Electrical Code®?
- J17. yes no Are any short-term temporary storage or preparation areas on site?
- J18. yes no Are any short-term temporary storage or preparation areas off site?
- J19. yes no Are access registers maintained for collections storage areas?
- J20. yes no Are non staff members allowed to work in storage areas unaccompanied?
- J21. yes no Are collections storage areas used for purposes other than storage?
- J22. yes no Are collections storage areas used to store materials other than collections?

- J23. yes no
 J24. yes no
 J25. yes no
 J26. yes no

Are collections storage areas cleaned regularly?
 Are exhibition areas used for purposes other than exhibition?

K. Fire Safety

- K1. yes no n/a Are appropriate detection systems in place and wired to a 24-hour monitoring station?
- K2. yes no n/a Are detection systems tested regularly (at least semi-annually)?
- K3. yes no Is an automatic suppression system present and working?
- K4. yes no Are all openings in the floors, ceilings, and walls able to be closed or sealed to prevent fire from spreading?
- K5. yes no n/a Are stairwell and hallway fire doors kept closed?
- K6. yes no Are stairwells and evacuation routes free of obstructions?
- K7. yes no n/a Are fire escape stairs in good condition?
- K8. yes no n/a Do emergency lighting units operate when tested?
- K9. yes no n/a Are emergency lighting units tested monthly?
- K10. yes no Are exterior emergency exit routes kept clear of snow and ice?
- K11. yes no n/a Are lightning rods properly grounded?
- K12. yes no Are illuminated exit signs lit and easy to see?
- K13. yes no Are portable fire extinguishers in proper locations?
- K14. yes no Are portable fire extinguishers fully charged and tagged?
- K15. yes no Are fire extinguishers inspected monthly?
- K16. yes no n/a Is the sprinkler system operable and accessible?
- K17. yes no Is a space of at least 18 inches kept between sprinklers and materials?
- K18. yes no n/a Are fire hose cabinets easily visible and accessible?
- K19. yes no n/a Are fire hose cabinets kept in good order?
- K20. yes no n/a Are fire panels located in readily-accessible areas?
- K21. yes no Are fire detectors free from obstructions?
- K22. yes no n/a Are sprinkler control valves open and secured?
- K23. yes no n/a Do dry pipe systems register at normal air pressures?
- K24. yes no n/a Are sprinkler tanks, piping, and supports in good condition?
- K25. yes no Are flooring and concealed spaces (e.g., false ceilings) identified on floorplans?
- K26. yes no n/a Is fire detection present in all concealed spaces?
- K27. yes no n/a Are stairways and pipe shafts enclosed?
- K28. yes no Is electrical wiring in good condition?
- K29. yes no Are appliance cords in good condition?
- K30. yes no Does the Fire Marshal visit annually?
- K31. yes no Does the fire department have floor plans for the institution, with high-priority collections areas noted?
- K32. yes no Are observed code violations given appropriate follow up?

- K33. yes no Are smoking regulations enforced with employees and visitors?
 K34. yes no _____
 K35. yes no _____

L. Protection from Water Damage

- L1. yes no Are pipes and plumbing well supported?
 L2. yes no Are pipes and plumbing free of leaks?
 L3. yes no Are water detectors/alarms present?
 L4. yes no n/a Are sump pumps and back-ups present?
 L5. yes no Is a backflow valve in use on the sewer?
 L6. yes no n/a If the basement has a drain, is a drain plug readily available?
 L7. yes no n/a Are window wells covered?
 L8. yes no n/a Are appropriate dehumidifiers available?
 L9. yes no n/a Are walls free of leakage and seepage?
 L10. yes no Are valuable materials stored above ground level?
 L11. yes no Are valuable and fragile media stored in protective enclosures?
 L12. yes no Do staff know where water main is and how to turn it off?
 L13. yes no n/a Do staff have the appropriate tools to turn off water main?
 L14. yes no _____
 L15. yes no _____

M. Indoor Hazards

- M1. yes no Are emergency measures in case of accidental spills posted?
 M2. yes no Is immediate clean-up of spills assigned to a staff member?
 M3. yes no Are spill clean-up supplies located on site?
 M4. yes no Are flammable/combustible liquids kept in approved safety containers?
 M5. yes no Are flammable/combustible liquids stored in an approved cabinet?
 M6. yes no n/a Are safety cabinet vents clear of obstructions?
 M7. yes no Are soiled rags kept in an approved self-closing waste container?
 M8. yes no Are decorations for holidays or special events inspected for proper functioning when in use?
 M9. yes no Are decorations for holidays or special events stored in a safe place when not in use?
 M10. yes no _____
 M11. yes no _____

N. Housekeeping

- N1. yes no n/a Is the staff room cleaned well daily?
- N2. yes no Are pest management strategies in place?
- N3. yes no Are pest management strategies effective?
- N4. yes no Are trash receptacles emptied daily?
- N5. yes no n/a Are storage areas kept clean and orderly?
- N6. yes no n/a Are cleaning materials safely stored?
- N7. yes no n/a Are laboratory wastes disposed of daily with appropriate precautions?
- N8. yes no n/a Are Materials Safety and Data Sheets (MSDS) available for all hazardous materials?
- N9. yes no n/a Are storage area aisles unobstructed?
- N10. yes no _____
- N11. yes no _____

Other

Sources: Conservation Assessment Program *Handbook for Assessors*
 SOLINET's *Disaster Prevention and Protection Checklist*
 Chubb and Sons *Facilities Protection Guidelines*
 National Park Service Conserve O Gram 2/23: *Fire Safety 101: A Fire Safety Self-Inspection Checklist*