

**Museum Information**

Museum Name

Year of Assessment

Mailing Address

Telephone No. (April–November)

Telephone No. (December–March)

Fax No.

Website (URL)

Museum Curator

**Contact Information**

Contact Name

Contact Title

Email

**Important Information**

When referring to a specific section of a policy document for the questions below, please provide a copy of the document, and identify the page number and paragraph number of the requested statement. Please provide the most up-to-date version of the document (signed and dated by the governing body of the museum e.g. Board of Directors) and please indicate when it was last updated.

Contact your Heritage and Museum Advisor if you require clarification.

Typed submissions are preferred.

**Materials to Attach**

- 1) Attach a brief description of the nature of the physical plant (e.g. buildings, structures, grounds) and programming at your institution.  
**Example:** *Beaver Falls National Historic Site is an industrial heritage complex comprising 4 original saw mill related out-buildings, a log flume and a small modern visitor centre situated on 4 hectares adjacent to the Beaver River. Only the visitor centre has modern utilities. The site includes a gravel parking area, hiking paths, a wood lot and the stabilized ruins of the Beaver Falls Saw Mill.  
 The lumbering heritage of Beaver Falls is illustrated through a small permanent exhibit of logging artifacts, an annual "Logging Days" event, and tours and demonstrations in the outbuildings.*
- 2) Attach a plan of your building or site, indicating which areas are used for each of the following activities. If some areas serve more than one function or some functions are accommodated off-site, please note this.
  - Permanent display
  - Temporary display
  - Artifact storage
  - Office
  - Conservation/care of collections
  - Workshop/display preparation
  - Non artifact storage
  - Public support areas (lobby, washrooms, gift shop, theatre, etc.)
- 3) Describe how the museum meets its obligations to federal, provincial and municipal requirements that apply to physical safety of staff, visitors and property. (e.g. Occupational Health & Safety Act, Ontarians with Disabilities Act, Ontario Fire Code, Ontario Building Code, Planning Act, Environmental Protection Act).
- 4) Describe, for one of the following areas that applies to your institution, your standards for environmental control, and procedures and systems for monitoring and attaining the appropriate temperature, and relative humidity;
  - Exhibition gallery
  - Artifact storage
  - Reserved or preserved heritage building
- 5) Maintenance Manual
  - A) Attach a Table of Contents or Summary of a Maintenance Manual that sets out how the museum conducts regularly scheduled inspections and maintenance, and sets priorities for ongoing repairs and capital upgrades. If you do not have one, please describe your plan and schedule for its creation.
  - B) Attach a copy of a completed maintenance inspection form

- 6) Emergency Plan
- A) Attach a Table of Contents or Summary of your institution's Emergency Preparedness or Disaster Plan. If you do not have one, please describe your plan and schedule for its creation.
  - B) Describe your schedule and procedures for training staff and volunteers in its use.
- 7) For museum buildings that are open on a seasonal basis, and in which artifacts are located, provide documentation showing:
- A) How they are monitored for temperature and humidity, and
  - B) The measures taken to decrease the risk of environmental damage during the off-season.
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**Please send completed form to:** Culture Programs Unit  
Programs and Services Branch  
Ministry of Tourism and Culture  
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Toronto ON M7A 0A7