PERMIS	SION	TO	RE-	EN	TER

Date	Time	
Name / title		

YES	NO	N/A	
			Has everyone (staff/volunteers/visitors/vendors) been accounted for?
			Have all injuries been attended to and documented?
			Has permission to reenter been given by civil authorities?
			Fire Department
			Police Department
			Building inspector
			Health Department
			Are utilities safe to use? Are they turned off if directed by civil
			authorities?
			Electric
			Gas
			Water
			Steam
			Do you have a buddy for re-entering the building?
			Are you outfitted with appropriate protective gear?
			Hard hat
			Boots
			Respirator or mask
			Gloves
			Eye goggles
			Are communications established?
			Is command center operational and informed about re-entry?
			Equipment - Does it work inside the building?
			Walkie-Talkies
			Cell phones
		9	Backup / other
			Are assessment forms and supplies on hand?
			Notebooks, pencils
			Cameras
			Batteries
			Do you understand your assessment objective? (This is not a salvage or
			recovery assignment. In general, broad, terms identify specific locations
			and types and extent of damage.)

SAA Museum Archives Section Morking Croup

BUILDING ASSESSMENT - Init	ial Survey and Photo Doc	cumentation
Date	Time	Page(s) 1 of
Name / Tile		
Type of emergency:		Still happening? Y N
Nature and extent (water, fire, struc	etural, etc):	
Where is the damage (space, floor,	items):	
When did damage occur?		
Is damaged area secure?		OPIE
Damaged area safe to enter? Y N		<i>'</i> /-'
Can staff respond? Y N Who Polygon contacted? Y N N/A What needs to be done prior to start	is in charge?	10,
Polygon contacted? Y N N/A	Section	
What needs to be done prior to start	ting artifact salvage?	
Salvage recovery space available?	Y If yes, steps to c	ontrol environment:
Do you have enough help N	Additional staff needed	? Y N If yes, list tasks:
Are supplies assembled? Y N	Additional supplies nee	eded? Y N If yes, list:

Attach additional notes, photo documentation, etc., to this form

SAA Museum Archives Section Morking Group

COLLECTIO	ONS ASSESS	SMENT -	Detailed	Survey
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BASEMENT

Date	Time	Page(s) 1 of

Name / Tile

Location	Artifact Types	Damage Type / Extent See key below	Treatment? Y N	Priority 1 2 3	Notes
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		CAR			

For Locations, see reverse side

Damage	Types:
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A-Water

E-Cracks/Splits/Breaks/Holes

B-Mold

C-Corrosion

D-Structural

F-Losses

G-Peeling/Flaking/Tenting

Paint

H-Delamination

K-Loose Pieces

I-Fire J-Discoloration L-Tears M-Other

Damage Severity:

1-Total Loss 2-Severe 3-Moderate

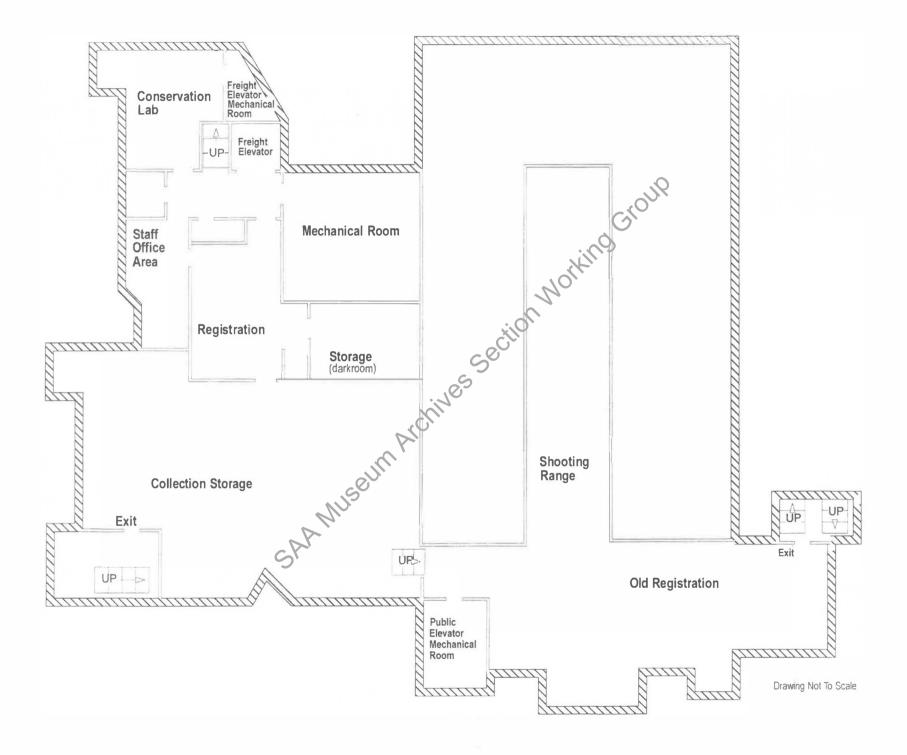
4-Minor

Treatment Priority:

1-Urgent (immediately)

2-Soon (within next 3-6 months)

3-Can wait (until next year)



COLLECTIONS	SASSESSMENT	- Detailed Survey
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FIRST FLOOR

Date	Time	Page(s) 1 of

Name / Tile

Location	Artifact Types	Damage Type / Extent See key below	Treatment? Y N	Priority 1 2 3	Notes
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		SP'			

For Locations, see reverse side

Damage Types:

A-Water E-Cracks/Splits/Breaks/Holes B-Mold

F-Losses

C-Corrosion G-Peeling/Flaking/Tenting

Paint D-Structural

H-Delamination

I-Fire J-Discoloration

K-Loose Pieces

L-Tears M-Other

Damage Severity:

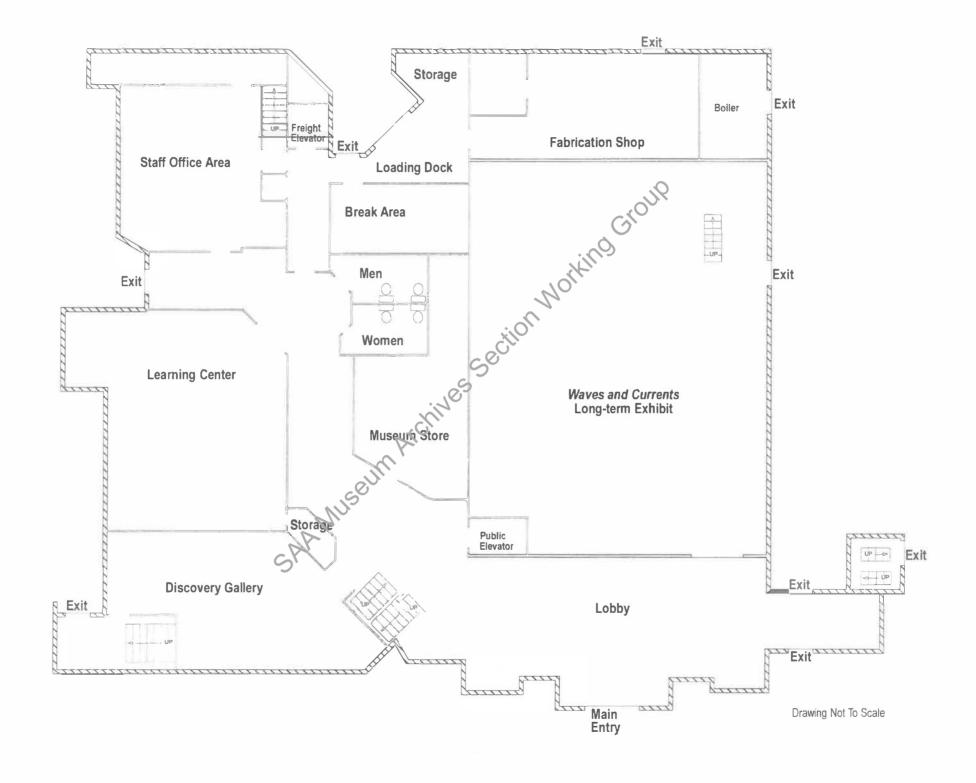
1-Total Loss 2-Severe 3-Moderate

4-Minor

Treatment Priority:

1-Urgent (immediately)
2-Soon (within next 3-6 months)

3-Can wait (until next year)



DEMOLITION / REPAIRS

)ate Checked	Item	Qty. Needed	Date Restocked	Location
	5-ton hydraulic jack (pallet truck)			Collections Storage
	Bolt cutter – 2 sizes			Fabrication Shop Too Room – on nail by door
	Dollies or handcarts – (5) push carts, (3) flats, (6) furniture			Loading Dock & on Elevator
	Electrical cords, heavy duty w/ multiple heads			Fabrication Shop Too Room & Exhibits Storage
	Folding rule or tape measure		Pilos	Fabrication Shop tool cart & Tool Room rectool box
	Hammers (claw & machinist)	0	(S)	Fabrication Shop on peg to right of door
	Hand drill with bits	Orkill		Tool Room shelf to right of door & in too cart in Shop
	Hatchet	1		
	Ladder			Loading dock
	Lights, work Metal saw with blades			Tool Room & Exhibi Storage
	Metal saw with blades			Tool Room on shelf straight in from door
	Nails			Tool Room low shelf to right
	Pipe cutter – (1) tube cutter			Fabrication Shop tool cart
	Pliers (adjustable, lineman's, and needle nose in various sizes)			Fabrication shop tool cart & Tool Room red tool box on left
	Power strips			Exhibits Storage brown locker straight in to left
	Prybar or crowbar			Tool Room red tool box
	Rope			Fabrication Shop under work table & Tool Room on shelf t right
	Screwdrivers (straight blade & Phillips in various sizes)			Fabrication Shop tool cart & Tool Room rectool box
	Sledgehammer	1		
	Staple gun and staples			Tool Room blue drawer cabinet

String Tape, Caution Tape, Caution Tin snips Tin snips Tin snips Utility knife with blades Wire cutters with insulated handles Wrenches (pipe, channel lock, & Vise Grips in various sizes) Wrenches (pipe, channel lock, & Vise Grips in various sizes) Water of the total box card fool known wall to right of door card fool known wall to right of door Wrenches (pipe, channel lock, & Vise Grips in various sizes)				I D 1 :
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SAA Museum Archives Section Working Group

SAA Museum Archives Section Morking Croup

COLLEC	IONS	ASSESSMENT -	 Detailed Survey
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SECOND FLOOR

Date	Time	Page(s) 1 of

Name / Tile

Location	Artifact Types	Damage Type / Extent See key below	Treatment? Y N	Priority 1 2 3	Notes
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For Locations, see reverse side

Damage	Types:
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A-Water E-Cracks/Splits/Breaks/Holes

B-Mold F-Losses C-Corrosion

D-Structural

G-Peeling/Flaking/Tenting

Paint

H-Delamination

K-Loose Pieces

I-Fire J-Discoloration L-Tears M-Other

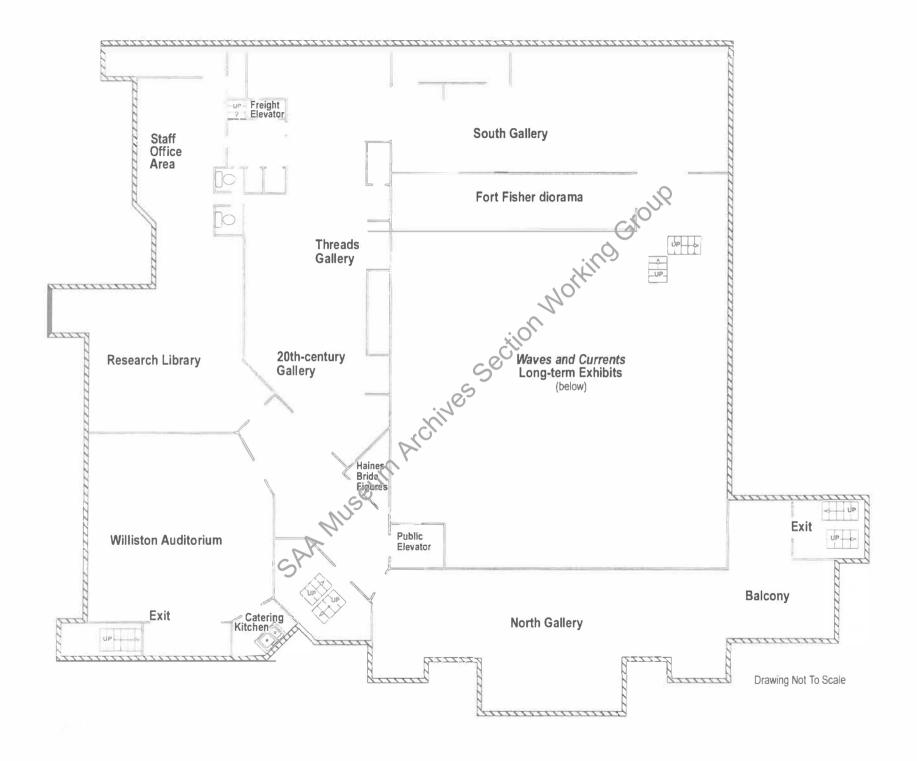
Damage Severity:

1-Total Loss 2-Severe 3-Moderate 4-Minor

Treatment Priority:

1-Urgent (immediately)
2-Soon (within next 3-6 months)

3-Can wait (until next year)



CAPE FEAR MUSEUM ARTIFACT DAMAGE/LOSS REPORT

Person Reporting:	Report Date:
Artifact Name:	Accession #:
Date of Incident: Loca	ntion:
Please check the following where approproduced Department of Cobject Found Damaged During Exhibit Instance Object Damaged While On Loan Object Damaged By Insect/Rodent Object Damaged By Severe Weather Object Missing Other	□ Object Damaged During Handling allation/Deinstallation □ Object Damaged In Transit □ Object Damaged By Visitor □ Object Vandalized □ Object Stolen
if necessary & include photographs):	damage or loss in as much detail as possible (attach extra pages
Other Staff Present (Name/Title):	So
This portion to be filled out by Collection	s Stafi:
Risk Manager Notified: Yes No	Insurance Value:
Insurance Claim Filed: Yes No	Conservation Estimate:
Conservation Treatment Proposal: Ye	s □ No Conservation Scheduled: □ Yes □ No
Conservator:	Address:
Tel.: Email:	Fax:
Date Treatment Completed:	Treatment Report Received: □ Yes □ No
Collections Staff Reporting: Name/Title	Date:

SAA Museum Archives Section Morking Croup

ARTIFACT TRACKING FORM

Acc. #	Object Name	Old Location	New Location
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SAA Museum Archives Section Morking Croup

FIRST AID STATION / COMMAND CENTER

ate Checked	Item	Qty. Needed	Date Restocked	Location
	Batteries & chargers			DeWalt 12V type – Tool Room; AA - Collections
	Chairs & tables			Breakroom & Auditorium
	Communication devices (walkie-talkies, cell phones, etc)			Walkie talkies – Front Desk, Education & Collections
	Eye protection / safety goggles		,0,	Tool Room; Emergency Kits on each floor & Collections
	Fans	C	1000	Exhibits Storage & Collections
	First Aid Kits, eyewash kits	Oniki		First Aid Kits on each floor; Eyewash in Conservation Lab
	Flash lights & emergency lighting	70,		Emergency kits on each floor & at Sweep Stations
	Food & snacks, non-perishable	Enough per person		
ī	Food & snacks, non-perishable Garbage bags			Emergency kits on each floor; Collections & Housekeeping
	Gioves, disposable latex of filtrile			Emergency kits on each floor; Collections & Housekeeping
	Protective clothing (hard has, rubber boots, safety-toed boots, disposable overalls, plastic aprons, leather gloves)			Hard Hats – Tool Room Boots & Gloves - Collections
	Water, drinking, Pday supply (1gal/person/day)	3gal/person		
	Batteries & chargers			See above
	Cameras, still and/or video, & supplies			Collections
	Communication devices (walkie-talkies, cell phones, etc)			See above
	Extension cords (heavy duty)			Exhibits Storage & Tool Room
J	Fans & dehumidifiers			Dehumidifiers – Emergency kits on each floor Fans – see above

Flash lights & emergency lighting	See above
Paper, office supplies	Emergency kits on each floor & Collections kits
Plastic sheeting, tarps	Exhibits Storage
Mops/buckets	Buckets - Fabrication Shop Mops - Housekeeping
Tape, duct & masking	Fabrication Shop in cabinet to right of Tool Room
Tape recorder	Collections

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SALVAGE SUPPLIES

Date 'hecked	Item	Qty. Needed	Date Restocked	Location
***************************************	Ammonia			Collections
	Batteries & chargers			12V DeWalt – Too Room AA - Collections
	Bleach			Collections
	Brooms / dustpans			Fabrication Shop & Housekeeping
	Buckets and mops			Fabrication Shop & Housekeeping
	Chairs & tables			Breakroom & Auditorium
	Communication devices (walkie-talkies, cell phones, etc)	(KOLIK	Front Desk, Education & Collections
	Dehumidifiers	Ling		Emergency kits on each floor
	Disinfectant (Lysol)	OI		Emergency kits on each floor & Collections
	Detergent, low sudsing			Fabrication Shop & Collections
	Door wedges (John offered to make)	?		
	Detergent, low sudsing Door wedges (John offered to make) Fans Flash lights & emergency lighting			Collections & Exhibits Storage
				Emergency kits on each floor & Sweep Stations
	Fungicide (Lysol)			Emergency kits on each floor & Collections
	Garbage bags			Emergency kits on each floor & Collections & Housekeeping
	Garden hose w/ adjustable spray nozzle			Fabrication Shop by wash sink & Courtyard
	Hazorb booms			Collections
	Kitty Litter / sawdust			Basement Housekeeping close
	Paper Towels	?		
	Plastic garbage cans			Emergency kits on each floor
J	Rags			Fabrication Shop & Collections
	Scissors, utility knives, extra blades			Fabrication Shop Tool Room in red tool box

	Disaster Supplies Check / Shopp	ing List		
	Scoops and shovels			Fabrication Shop just inside door on
	Scouring powder / cleaners (Lysol)			right Emergency kits or each floor & Collections
	Scrub brushes			Fabrication Shop at wash sink
	Sponges			Emergency kits on each floor
	Squeegee w/ long handle			Collections
	Temperature / Humidity monitor			Collections
	Towels			Emergency kits on each floor & Collections
	Wash tubs		SUP	Registration – under large table
	Wet/dry vacuum	C	0	Emergency kits on each floor
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$SALVAGE\ SUPPLIES-Object\ Handling$

ate Checked	Item	Qty. Needed	Date Restocked	Location
	Absorbent materials: towels, paper towels, rags, etc.			Towels – Emergenc kits on each floor; Rags – Fabrication Shop & Collections
	Acetone			Fabrication Shop in paint cabinet
	Air bulbs or canned air			Collections
	Blotting paper			Collections
	Brushes, soft, natural bristle			Collections
	Buckets		40116	Fabrication Shop
	Carts			Elevator, Loading Dock & Collections
	Cheesecloth	OKIN		Collections
	Clothesline or nylon rope			Collections
	Cotton swabs			Collections
Ç	Dollies			Loading Dock & Elevator
	Dollies Ethanol			Fabrication Shop paint cabinet
	Freezer bags, large & small			Breakroom & Collections
	Freezer or wax paper, or polyester film			Collections
	Gloves, disposable lates or nitrile			Emergency kits on each floor & Collections
	Hair dryers (1)			Collections
	HEPA vacuum cleaner (3) + Shop Vac			Collections & Fabrication Shop
	Denatured alcohol			Fabrication Shop paint cabinet
	Japanese tissue			Collections
	Pallets			Collections
	Plastic clips or clothespins			Collections
	Plastic trays, photo trays or shallow dish pans			Cons Lab – under sink
	Polyethylene sheeting or plastic tarps			Exhibits Storage
	Polyethylene bags			Collections

	T		
Scissors (4-6 pairs)			Fabrication Shop tool cart
Screening, fine mesh, plastic of fiberglass			Collections
Sponges, regular & soot			Regular – Emergency kits on each floor
Various sizes of thick glass / smooth masonite			Cons Lab – under table
Water, distilled			Collections
Water displacement compound (such as WD-40)			Fabrication Shop & Collections
Weights (both solid and shot bags)			Collections
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$SALVAGE\ SUPPLIES-Packing/labeling$

Date Checked	Item	Qty. Needed	Date Restocked	Location
	Adhesive labels for boxes	2-3 pkgs.		Collections
	Cameras, still or video, & supplies			Collections
	Crates, plastic or cardboard boxes			Collections
	Markers, waterproof			Collections
	Office supplies (clipboards, notepads, pens, pencils, permanent markers)			Emergency kits on each floor & Collections
	Packing material (blank newsprint or bubble wrap)		OUP	Bubble Wrap - Collections
	Tags for labeling objects	C		Collections
	Tape, packing or gaffers Tape recorder Section	Morkins		Packing Tape – collections Gaffers Tape – Fabrication Shop
	Tape recorder			Collections
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SAA MUSeum Archives Section Working Group