# APPENDIX 2[[1]](#footnote-1)

# Building maintenance checklist for (insert name of your museum here)

External building checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Frequency** | **Checked by** | **Problem found** | **Action taken** | **Date checked** | **Next check due** |
| **Guttering / downpipes for leaks, blockages & evidence of overflow** |  |  |  |  |  |  |
| **Surface water drains for blockages / obstructions** |  |  |  |  |  |  |
| **Rising main / hydrant servicing & check** |  |  |  |  |  |  |
| **Rubbish disposal, check of site & procedures** |  |  |  |  |  |  |

Internal building checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Frequency** | **Checked by** | **Problem found** | **Action taken** | **Date checked** | **Next check due** |
| **Water pipe systems for leaks / inadequate lagging** |  |  |  |  |  |  |
| **Function & accessibility of stop valves (all systems)** |  |  |  |  |  |  |
| **Function & accessibility of all down drain points** |  |  |  |  |  |  |
| **Cellars / basements / roof spaces for evidence of water penetration** |  |  |  |  |  |  |
| **Function of internal drains / sewers for blockages / obstructions** |  |  |  |  |  |  |
| **Function & accessibility of circuit breakers** |  |  |  |  |  |  |
| **Test of electrical circuits** |  |  |  |  |  |  |

Internal building checklist, continued

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Frequency** | **Checked by** | **Problem found** | **Action taken** | **Date checked** | **Next check due** |
| **Maintenance/check air-conditioning plant (including check of duct fire-shutters** |  |  |  |  |  |  |
| **Fire alarm/emergency lighting servicing & check fire exits are clear & working** |  |  |  |  |  |  |
| **Fire-fighting equipment (including sprinklers) servicing & check** |  |  |  |  |  |  |
| **Security systems (intruder alarms/CCTV) servicing & check** |  |  |  |  |  |  |
| **Check windows & doors are secure & there are no signs of forced entry** |  |  |  |  |  |  |
| **Electrical appliances servicing & check** |  |  |  |  |  |  |
| **Gas appliances servicing & check** |  |  |  |  |  |  |
| **Heating systems servicing & check** |  |  |  |  |  |  |

1. Taken from ‘Be prepared: Emergency planning toolkit for museums’ (Norfolk Museums & Archaeology Service/ Renaissance East of England, December 2008) [↑](#footnote-ref-1)