# MUSEUM AND GALLERY BUILDING IMPROVEMENT PROGRAM

## REPORT MINIMUM REQUIREMENTS

Any application for works under the Building Improvement Program must be accompanied by a report that addresses and/or includes the following components:

* Background to the report – who commissioned it, who funded it and why it was undertaken
* Authorship and acknowledgments
* Methodology and scope
* Heritage legislation and listings that apply to the property
* Ideal environmental context for collections- temperature and RH, light levels, air pollution, pests, maintaining environmental conditions and energy efficiency
* Building description – history, materials used in construction
* Note whether a Conservation Management Plan exists
* Site analysis – external, internal (including data logger reports on Temperature and RH and light levels), National Construction Code and access noting issues to be addressed
* Assessment of the impact of the internal environment on the collections
* Prioritised list of recommendations that will improve the ability of the building envelope to provide appropriate environmental conditions for the collection and visitor needs.

There is no specific minimum length, but as an indication of the level of detail required, note that the Assessment Reports commissioned through the program are approximately 20 pages long including images.