

FACILITY REPORT

Institution Profile

Name of Borrowing Institution/Loan Venue	Proje4L Istanbul Museum of Contemporary Art
Contact Person	Yasemin Tenger
Title	Assistant Director
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E-mail Address	info@proje4L.org
World Wide Web URL	www.proje4L.org
Purpose of Loan/ Exhibition Title	Stop for a Moment: Painting as Narrative
Dates at Loan Venue	April 5 –June 15, 2002

FACILITY REPORT

NOTICE

IT IS UNDERSTOOD THAT THE INFORMATION INDICATED IN THIS FORM IS CONFIDENTIAL AND WILL BE USED BY THE POTENTIAL LENDING INSTITUTION ONLY IN EVALUATING FACILITIES OF POTENTIAL BORROWERS AND IN PREPARING APPLICATIONS FOR INDEMNITY. THIS FORM MUST NOT DISTRIBUTED WITHOUT THE EXPRESS CONSENT OF THE SUBJECT INSTITUTION.

INSTITUTION NAME: Proje4L Istanbul Museum of Contemporary Art

1. GENERAL INFORMATION

Museum (non-profit)	
Aquarium	History
Arboretum/Botanical Garden	Natural History/Anthropology
Art	Nature Center
Children's/Youth	Science
General	Zoo
Historic House	Other (specify)

Geographic Profile

- 1.1 Is your building located in an earthquake or earth movement prone zone? Yes No
 The building construction code is
UBC Wind and seismic design provision of the uniform building code 1995 Edition
- 1.2 Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries? Yes No
- 1.3 Is your building located in an area subject to other natural catastrophes such as hurricanes, tornadoes, or severe windstorms? Yes No

Staff and Major Contractors

1.4 . BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE

General

2.1

	Date of Completion	Loan Item Storage Area	Loan Item Display Area
Original Building	2001	2001	2001

2.2 What type of building materials were used for your original building?

[Indicate "x" where appropriate]

Original Building	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/Carpet	Other (specify)
Exterior Walls		x	x							Curtain Walls
Interior Walls		x	x		x					
Floors			x							
Ceilings			x							
Structural Supports		x	x			x				

2.3 .

If your original building or any additions are Type I -- Fire Resistive, is there a sprayed-on fire retardant? Yes No

If more than one floor, indicate mode of access between levels:

Stairs Elevator Other (specify)

Temporary Exhibition Space(s)

2.4 Indicate the layout of your temporary exhibition area(s):

One large room Series of small rooms

2.5 What is the load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?
50KN/m²

2.6 Are any temporary exhibition spaces located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.? Yes No

2.7 Are there any water fixtures or accessories such as plumbing pipes, sprinkler systems, water fountains, etc., located in or above temporary storage or exhibition areas? Yes No
If yes, describe: Sprinkler system is wet pipe

2.8 Do you have a modular wall partition/panel system? Yes No

2.9 Describe the type and location of public activities that take place in your building, other than exhibitions:
We conduct an education and conference program.

Do these activities take place in temporary exhibition galleries? Yes No

2.10 Are eating and drinking ever permitted in:
Temporary exhibition galleries? Yes No
Receiving area? Yes Yes No No
Temporary exhibition preparation area? Yes No

2.11 Do you make routine inspections for rodent, insect and microorganism problems? Yes No
If yes, describe means and frequency: Inspections are visual checks conducted monthly by Assistant Director.

2.12 Do you undertake routine extermination/fumigation procedures? Yes No

Shipping and Receiving

2.13 What are your normal receiving hours? 10:00 – 22:00 Tuesday - Saturday

2.14 Can you accommodate a delivery at times other than these hours? Yes No

2.15 How are large shipments received? Staff movers

2.16 Do you have (or have access to) the following? Please "x" all that apply and provide requested details, if they relate to the loan item(s) in question.

Shipping/receiving door (dimensions: H ___ W ___)
Raised loading dock (height from ground: ___)
Dock leveler
Forklift (weight capacity: ___)
Hydraulic lift (weight capacity: ___)
Crane (weight capacity: ___)
Ramp (length: ___)
Scaffolding (height: ___)
Other (specify: ___)

2.17 What is the maximum size crate your shipping/receiving door can accommodate?

(H 3.20 W 1.00 D ___)

2.18 Is your loading area: Sheltered Enclosed Neither
Receiving in good weather

2.19 Describe security precautions taken in your loading area: 2 uniformed radio officers linked to security station

2.20 Where do you usually unpack/repack/prepare objects for exhibition?

Receiving room Exhibition galleries
Exhibition preparation room Storage area
In-house packing facility Outside packing facility

2.21 Where do you usually store loaned objects before they are installed?

- Receiving room Exhibition galleries
- Exhibition preparation room Storage area
- In-house packing facility Outside packing facility

2.22 Do you have a freight elevator? Yes No

Interior dimensions: L 1.0 W 2.10 Ceiling H 2.20

Load capacity: 1,000 kg

Storage

2.23 Do you have a secured storage area for temporary exhibition objects? Yes No

Interior dimensions: L 10 W 10 Ceiling H 2.20

Dimensions of door: H 2.10 W 2.56

Is it: Separate from your permanent collection storage

Locked

Security 24 Hours Yes No Climate-
controlled (Filtered Air and Exhaust Fans) Yes No

(See Section 3 for detailed environmental information)

Who has access/keys? Assistant director

How is access controlled? Access by supervision of assistant curator

2.24 Do you have fire detection and/or suppression systems in your temporary exhibition object storage area? (See Yes No)

Describe: wet pipe sprinkler system and analog address able system

2.25 Do you have a highly secured storage area for precious small temporary exhibition objects? Yes No

If yes describe: secure area within office quarters

2.26 Where do you store empty crates? ("x" all appropriate)

On-premises Off-premises

If on-premises, is area: temperature-controlled
 pest-controlled
 humidity-controlled

Heating and Air Conditioning

3.1 Is your environmental control system in operation 24 hours a day, 7 days a week including times when the museum is closed? Yes No

Centralized 14-hour temperature control system

3.2 Indicate the type and location of your environmental control systems ("x" all appropriate):

	Temporary Small Storage	Temporary Exhibition Gallery	Temporary Storage
Centralized 14-hour temperature control system	x	x	
Centralized 14-hour humidity control system	x	x	
Centralized additional 14-hour filtered air	x	x	x
Simple air conditioning (window units)			
Simple heating			

3.3 Describe cooling system:

	Type	Year Installed or Upgraded
In temporary exhibition galleries	air cooled chiller and fan coils	2001
In temporary small storage	air cooled chiller and fan coils	2001

3.4 Describe heating system (i.e., convection, forced air, solar):

	Type	Year Installed or Upgraded
In temporary exhibition galleries	Boiler, fan coils	2001
In temporary exhibition storage	Boiler, fan coils	2001

3.5 Are portable heating devices used anywhere in your facility? Yes No
 If so, what kind and where?

3.6 Who monitors and services the environmental systems?
 Staff
 Full-time maintenance contract in the building
 Called repair as needed

3.7 What are the recorded temperature and relative humidity ranges in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	25	50	25	50
In Fall/Winter	20-22	40	20-22	40

3.8 What is the maximum usual variation percentage within a 24-hour period in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	27	56	27	56
In Fall/Winter	17	40	17	40

3.9 Who responds to environmental control system problems?
 In-house personnel Contractor
 Other (please specify):

3.10 Are records of the variations in temperature and relative humidity kept? Yes No
 if needed

3.11 Do you have the ability to adjust your temperature and relative humidity levels to meet the needs of different types of objects? Yes No

3.12 How many of each of the following do you have available and how often are they calibrated?

	Number available	Frequency of calibration
Recording hygrothermographs		
Psychrometers		
Hygrometers		

3.13 Are the environmental conditions in temporary exhibition galleries: ("*x*" *the most appropriate*)
 Individually controlled
 All controlled as part of the entire building or with several other rooms

3.14 Are the temporary exhibition storage areas: ("*x*" *the most appropriate*)
 Individually controlled
 All controlled as part of the entire building or with several other rooms

Lighting

3.20 What type of lighting do you utilize in the temporary exhibition galleries? ("*x*" *all appropriate*)

Daylight	Fluorescent
Windows	UV Filtered
UV filtered	Incandescent
Equipped with shades or drapes	Tungsten
Skylights	Iodide
UV filtered	Quartz

Equipped with shades or drapes

Other (specify)

4. FIRE PROTECTION

4.1 What is the fire rating of your building) A1

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system? Yes No

4.3 Are all emergency exit doors equipped with alarms? Yes No
 Do doors automatically unlock when a fire alarm is activated? Yes No

4.5 How are the systems checked?
 By whom? Contractor Service Company

How frequently? 4 times a year

4.6 How is the fire/smoke detection/alarm system activated? ("x" all appropriate)

	Temporary Exhibition Galleries	Temporary Exhibition Storage Areas
Self-activated heat detection	x	x
Self-activated smoke detection	x	x
Control panel	x	x
Manual pull stations		
Water flow switches in sprinkler system	x	x

4.7 Who does your fire alarm system alert? ("x" all appropriate)

- In-house central station (proprietary system)
- In-house audible devices
- Local fire station--direct line
- UL/FM-approved central station (specify company)
- Other (specify)

4.8 Indicate the type(s) of fire suppression system(s) in operation where loaned object(s) will be **received, stored and exhibited**: ("x" all appropriate)

Sprinklers

	Stored	Exhibited
Wet pipe	x	x
Dry pipe		
Delayed action		
Pre-action		
Other		

Location(s): ceiling installed
 Year installed 2001

Are the staff and guards trained in shut-off procedures? Yes No

<i>Fire hose cabinets per local fire code</i>	Received	Stored	Exhibited
		x	x

Are fog nozzles installed? Yes No

4.9 Do you have an established fire emergency procedure? Yes No

If yes, how frequently is the staff trained in this procedure?

Guards and Access

5.1 Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)? Yes No
 If no, would your institution be willing to hire additional guards, if required? Yes No

5.2 What type of security personnel does your institution utilize? ("x" all appropriate)

- Security employees of your institution
- Other staff
- Contractors from an outside service company Name of company STFA/OGDEN

Students
Volunteers/docents
Other (specify)

5.3 Do you have a trained security supervisor in charge at all times? Yes No

5.4 Are your security personnel specially trained for your facility? Yes No

5.5 Are your guards ("x" all appropriate)

Armed? Radio-equipped?
Pager-equipped? Phone-equipped?
Other (specify)

5.6 Do you conduct background checks on guards prior to hiring? Yes No

5.7 Indicate the number of guards normally on duty:

	Throughout Building		In Temporary Exhibition Galleries	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)	1	2	1	
When closed to the public, but open to staff	1	2	1	
During closed hours	1	2		

5.8 Is a guard assigned during installation and deinstallation? Yes No

How is access restricted during installation and deinstallation of temporary exhibitions?
only listed can access with I-D pass

5.9 Are security personnel stationed at all entrances and exits to the building during open hours? Yes No

5.10 Is every object entering or leaving the building signed in and out by security personnel? Yes No

5.11 Is there a handcarry size restriction? Yes No

5.12 Do you have a sign-in/sign-out procedure for guards and after-hours personnel? Yes No

5.19 How many staff members have keys to exterior doors? 3
Specify positions/titles: Director, Associate and Assistant Directors

5.20 Are exterior perimeter checks of the building carried out? Yes No
If yes, by whom and how frequently? 24 hour surveillance

5.21 Do exterior doors open directly into the temporary exhibition area? Yes No

5.22 Are there windows in the temporary exhibition area? Yes No

If yes, what type of physical security (e.g., bars, gates, mesh) protects them?
inaccessible windows that do not open

5.23 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed? Yes No
If no, explain: 24 hour surveillance

5.24 How are small wall-mounted objects affixed to the wall to deter theft? (e.g., security plates, etc.)
security plates as necessary.

5.25 What hardware is used to hang large, framed works? As required

6. HANDLING AND PACKING

6.1 Do you have personnel available for loading and unloading? Yes No
If yes, how many? as needed with 2 handlers at a minimum

6.2 Do you have staff specially trained to pack and unpack objects?	Yes	No
If yes, how many? <u>2</u>		

Supervised by whom? Assistant director

What type of training is provided? Trained prior to opening of the museum

Do volunteers or interns handle borrowed objects? Yes No

6.3 Are written incoming and outgoing condition reports made on all objects? Yes No

If yes, by whom? Assistant director

6.4 When do staff use gloves for handling objects?

7. INSURANCE

7.1 Which company provides insurance for your institution?

Broker's name: NART Managing Risk and Assets Worldwide

Address:

Abide-I Hurriyet Caddesi

Gecit Sokak

Hacionbasilar Is Hani No; 12

Kat 4-5, Sisli Istanbul

Telephone number: +90.212.213.1990

Fax number: +90.212.234.2484

7.2 How long have you carried insurance with this company?

7.3 What coverage does your policy for borrowed objects provide? Please "x" all that apply:

All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions

Coverage against burglary and theft

Coverage against fire

Coverage against rising water and water damage

Coverage against natural disasters (i.e., earthquake)

Coverage against mysterious disappearance

Coverage against employee dishonesty

7.4 What are the applicable non-standard exclusions of your policy affecting loans?

7.5 What are the deductible limits of coverage for borrowed objects?

7.6 Have there been any individual damages or losses over \$5,000 to permanent, loaned or borrowed collections incurred during the last three years (whether or not a claim was filed)? Yes No

8. LOAN HISTORY

8.1 List several temporary exhibitions you have recently hosted:

Exhibition Title/Organizing Institution	Year
Becoming a Place	2001
Look Again	2001
Women Who Wear Wigs	2002

8.2 List other institutions you have borrowed from recently:

Name of Institution	Object Type	Year
Tesvikiye Sanat Gallery, Istanbul	Paintings	2001
Dulcinea Gallery Istanbul	Photographs	2001
Lehmann-Maupin Gallery, New York	Videos	2002
Artists	All media	2001-02

9. ADDITIONAL INFORMATION AND COMMENT

10. VERIFICATION AND RESPONSIBILITY

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT INSTITUTION AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED).

Yasemin Tenger, Assistant Director

Title Assistant Director

Date 26.2.2002