

New York State Archives

Strengthening Archives

Building Snapshot

Introduction:

This worksheet is intended to provide an overview of your building's construction, its environmental controls, and

Storage Location:

- Basement
- Attic
- Closet
- Warehouse
- Garage
- Vault
- Safe
- Other: _____

Floor Plan

Do you have a separate storage area?

- Yes No

Do you have a separate research area?

- Yes No

Do you have a separate area for processing records?

- Yes No

Security

How many entrances/exits are in your repository?

Are your entrances/exits locked?

How many keys are available for locked doors and who has access to them?

Construction:

What Year was your building constructed? _____

Construction materials (wood, brick, stone, concrete)? _____

Major Renovations?

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Problems with building?

- Structural
- Plumbing
- Electrical
- Flooding/leaks
- Mold/mildew
- Heating Cooling

Environmental Controls:

Is the HVAC system for the storage area part of the system for the entire building?

- Yes No

Is the HVAC system shut down during evenings and weekends?

- Yes No

Are there separate temperature or humidity zones within the centralized system for the storage area?

- Yes No

Can the temperature or humidity be adjusted by individual users?

- Yes No

Do you use environmental equipment not controlled by the centralized system?

- Window air conditioner Portable de-humidifier Portable humidifier
Portable heater Fan Other: _____

Do you open doors or windows to control temperature and humidity?

- Yes No

Climate:

	Average Temperature	Average Humidity
Spring		
Summer		
Fall		
Winter		

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How regularly do temperature and humidity fluctuate? _____

Light:

Windows?

Yes No

Are windows covered?

Yes No

Artificial light source?

Fluorescent Incandescent

Is light source filtered?

Yes No

Emergency Detection

Do you have smoke/heat detectors?

Yes No

Do you have fire extinguishers?

Yes No

Do you have a fire suppression system?

Yes No Type of system? _____