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?
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:

<table>
<thead>
<tr>
<th></th>
<th>Average Temperature</th>
<th>Average Humidity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td></td>
<td></td>
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<tr>
<td>Summer</td>
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<tr>
<td>Fall</td>
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<tr>
<td>Winter</td>
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</tbody>
</table>
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? ____________________________