

## Building Maintenance Policy and Procedures

Ensuring that the building and the grounds of the museum are maintained is an important aspect of a museum's operations. A poorly maintained building can result in hazards to the health and safety of staff and public and to the preservation of the collections. Exhibits can be damaged as can the image of the museum to the public if the building and the grounds are in a state of disrepair. Allowing the grounds and the buildings to deteriorate can result in high costs for construction and replacement of facilities and can also result in the cancellation of insurance policies. In some cases, where the building itself is a heritage structure, the governing body is responsible for ensuring that the building is maintained in a certain condition as part of the preservation of the community's heritage. In cases such as this the building itself is part of the museum's collection.

Like the preventive preservation activities related to museum collections preventive maintenance activities are an aspect of an accountable museum and can save the museum from irreparable damage and expensive repairs.

Maintenance policy and procedures should address:

- A general statement on the commitment to maintain the building and grounds of the museum and the resources required
- An outline of any special responsibilities related to the preservation of the structure i.e. building codes and requirements related to a heritage structure.
- Procedures and schedules for regular maintenance activities i.e. clearing gutters, painting.
- Schedules and procedures for the regular inspection of the facilities and identification of those that will inspect i.e. roof inspection by qualified contractors, fire alarm inspection by fire department.
- environmental monitoring and control programs
- pest management programs
- access to floor plans and building schematics

### For more information on this topic see:

*Guidelines for the Operations of Community Museums in Newfoundland and Labrador*  
The Museum Building and Physical Safety - Page 29.

## **Resource and Examples for Developing Building Maintenance Policies**

Ontario Ministry of Culture – Standards for Community Museums – Physical Plant Standards  
<http://www.culture.gov.on.ca/english/heritage/museums/mustand.htm#physical>

Western Australia Museums: Museum Management: Buildings and Facilities: Providing a Safe Environment  
<http://www.museum.wa.gov.au/services/map/musmanage.asp>

British Columbia Museum Association - Best Practices Module: Facility Management  
<http://www.museumsassn.bc.ca/Images/Best%20Practices%20Modules%202/Facility%20Management%20FINAL.pdf>

## **Examples Available Offline**

Greater Sudbury Museums Physical Plant Policy  
<http://www.sudburymuseums.ca/index.cfm?app=vmuseum&lang=en&secid=2423&type=doc>