

**POL-ADM.2018.98** Title: *Museum Physical Plant*



**Type:** Administrative  
**Authority:** Museum Advisory Council  
**Resolution No:** MAC-2018/09/18; BMPL 2018-168 on 9-20-18; POL-ADM.2018.97

**Associated Documents:**

**ADM.2018.98.1** **Commitment Statement**

As a community museum, building and grounds must provide a safe and functional environment for visitors, staff, the collection and associated activities. As a building, the Craigleith Heritage Depot is designated under the Ontario Heritage Act and deemed a significant part of the collection, the preservation of the heritage building as artifacts must be considered.

**ADM.2018.98.2** **Guidelines**

In order to maintain the physical conditions of the building and its collection, the CEO and Board must:

1. Ensure the design and layout of its building(s) and grounds:
  - 1.1. accommodate the physical and functional needs of its users, staff, collections and activities, and
  - 1.2. are appropriate to the museum's statement of purpose, and to its community role and image;
2. Meet its obligation to federal, provincial and municipal requirements that apply to physical safety of staff, visitors and property;
3. Ensure that the CHD meets environmental norms appropriate to its functions;
4. Ensures the security of its users, staff, collections and information by developing and regularly updating an emergency preparedness plan or equivalent that:
  - 4.1. identifies potential threats e.g., personal threat, fire, water or vandalism,
  - 4.2. takes steps to minimize the level of individual risks e.g., by installing sufficient security lighting
  - 4.3. includes written procedures to respond to threats, emergencies and disasters,
  - 4.4. includes training staff and volunteers to implement emergency and disaster response procedures,
  - 4.5. establishes a system of periodic testing and assessment of the effectiveness of emergency procedures,
  - 4.6. ensures that any preventive or security systems installed are assessed for their potential impact on collections and the museum's character and functions;
5. Strive to be environmentally responsible in its use of energy and materials, including the handling, storage and disposal of hazardous materials;
6. Maintain the historical integrity of the building and historic site while maintaining the historical integrity of these resources in its use, maintenance, repair and modification following conservation standards and procedures; and
7. Ensure the capital budgets address the need for expanded space which will better preserve the integrity of the site, while allowing for increased collection and conservation methods.

### **ADM.2018.98.3 Maintenance Records**

1. The Town maintains the facility and grounds of the CHD.
2. A designated staff shall complete a monthly inspection of CHD which will be presented to the CEO for further action. This includes Health & Safety and general repairs and required actions.
3. Any staff may make a request for service action via the K-Box format.
4. All maintenance records completed by the Town are kept at Town Hall at 32 Mill Street, Thornbury, ON. These records are maintained and recorded using the Towns TOMRIMS filing system.
5. The CEO shall maintain all records of contracted maintenance of all BMPL facilities, including those of CHD.
6. The CEO, with the Curator, shall develop a capital maintenance plan that shall be presented to MAC and the Library Board as information, and presented to the Town's Finance Department for inclusion in the Capital Budget.

### **ADM.2018.98.4 Fire Safety & Emergency Plans**

1. Fire Safety Plans
  - 1.1. The CEO shall produce an updated Fire Safety Plan by May of each year.
  - 1.2. This Plan shall be presented to the Fire Chief for approval.
  - 1.3. No less than two staff drills will occur each year and two drills during active business hours.
  - 1.4. General Table Top exercises shall be planned into All-Staff Meetings.
2. Emergency & Disaster Planning is the responsibility of the CEO and shall be included in various policies. It is understood that the museum collections may not be replaceable in the event of loss or damage due to disaster. As such, the CEO shall ensure the following:
  - 2.1. On and Off-site backups of archives and content (see MOU Schedule C Information Technology Support).
  - 2.2. Proper use of networked systems by staff, volunteers, and guests to protect against virus and attack (see MOU Schedule C Information Technology Support).
  - 2.3. Inspections and safe practices to assure for safe work environment and easy evacuation (see Health & Safety Policies POL-ADM.2018.45-49).
  - 2.4. Insurance on the collection and the building for potential recoup of loss financially, in the event of disaster (see Composition of the Collection POL-ADM.2018.77, insurance budget, Finance POL-ADM.2018.90)
  - 2.5. Security and Fire systems available.

### **ADM.2018.98.5 Environmental Controls**

1. The CHD has in place monitoring stations on both levels of the facility. The Facility is heated and air conditioned by a gas fired furnace that provides heat and cool air as required to the main level through floor vents, this furnace is controlled by a programmable thermostat.
2. The humidity is documented by HOBOWare or a like system.
3. Staff is responsible for monitoring the temperature levels as well as the relative humidity levels.
4. As the building is a historic building, doors are noted to have limits to providing appropriate temperature control due to the lack of vestibules and windows are noted to have limits of protection of light damage.
  - 4.1. The Town shall ensure doors and windows meet the original appearance of the building while also providing the best environmental controls possible.
  - 4.2. The Curator shall plan exhibits which will best protect the artifacts given the limitations of the current building.
  - 4.3. The CEO and Board shall plan future expansion opportunities which alleviate the historic limitations of the building.

5. All HVAC, electrical and plumbing repair or improvements are the responsibility of the Town and shall be requested by the Curator or CEO.



Original MAC Approval: 9-18-18

Amended On: \_\_\_\_\_