ANCIENT EGYPT: DIGGING FOR DREAMS 2000/2001

(1)

- Government Indemnity Insurance Scheme MGC / MLAC / Re:Source
  - Applications
    - 3 Months before exhibition STMTS
  - Croydon Clocktower's RAE:
    - Satisfy – Security / Environmental – Conditions
      - Govt. then underwrites insurance costs except for 1%

RISK MANAGEMENT ACTION TEAM

- Due to conditions of government indemnity insurance conditions all staff (front and back of house) working on this project have to be aware of their responsibilities. Main areas that will be different from normal exhibition procedures will be security and environmental monitoring. Digging for Dreams will be similar conditions as Picasso exhibition of 1995.
- Dates open to public at Croydon: Sunday 8th October 2000
  Closes Croydon: Sunday, 28th January 2001
  Transfers to Brunell Collection Glasgow during February 2001
  - GA ~~Govt~~ Training: 4th to 6th October
  - Preview Evening: 5th October
  - Press Day: 6th October
  - Family Preview: 7th October
  - PUBLIC OPENING 8TH OCTOBER
- Installation at Croydon
  - Sets installed (built off site): 4th - 17th September 2000
    - Objects installed: 18th - 3rd October 2000
- Dismantling at Croydon
  - Objects removed: 29th Jan. - 9th Feb. 2001
    - Sets dismantled: 12th - 23rd Feb. 2001

INSURANCE

- Insurance conditions
  - Display design
    - Public access e.g. baby buggies
  - Clocktower staff
    - HM/TW
      - Gas
        - Liability cover
  - Outside contractors
    - Set builders
      - Object handlers
  - Transport
    - Contract
  - Internal security
  - External security
    - Contract
      - Supervision of staff
  - Evacuation procedures
    - Fire officer
  - Risk assessment
    - Written by Clocktower staff

SECURITY

- Security conditions
  - Display design
    - Physical barriers
  - Police call out
  - C.C.T.V.
    - Which areas? Record how long?
  - External security
    - Security vetting
      - Training
        - By who?
      - Daily supervision
        - Any companies
          - Trident
          - Chubb
  - Installation & dismantling procedure
    - Doors locked during install? Use of loading bay
      - Security guards on duty when
        - Use of cleaners maintenance
          - Outside contractors security vetting?
  - Change Clocktower alarm code
    - A.D.T.?
      - Shutter keys etc. new location
  - Evacuation policy
    - Seal all doors? Open access?
      - Fire Officer?
        - Disaster Plan Isabel and Julia
  - Fire / Bomb / Search Drill
    - Training
      - Gas
      - External security guards
        - Rights of suspect

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(2)

PETRIE MUSEUM

- Object List
  - Exact insurance value
  - Cost + what conservation work?
  - Extra internal monitoring?
  - Extra mounts eg. support ~~stone man?~~ MIN STONE
- Display Design
  - Use of materials
    - Security conditions
    - Practical conditions
- Packing/unpacking procedure of Petrie objects
  - Condition reports
    1. Depart Petrie
    2. Arrive Croydon
    3. Depart Croydon
    4. Arrive Glasgow
    5. Depart Glasgow
    6. Arrive Petrie
- Installation procedure at Croydon
  - Axiom dressing inside cases
    - How many object handlers or use ~~transient~~ TRANSPORT staff?
      - Need a 'Script'. Who does what? Define everybodys' role.
- Monitoring procedure
  - Checklist via GAs or HM/TW?
    - Disaster plan procedure eg. object falls off stand 'chain of command'.
- Exhibition photography
  - ~~Safety~~ MEDIA TV
    - What can do/not do?

AIR CONDITIONING

House Mainten-ance? or outside contractors?

- Building Services Maintenance Scheme
  - Anything directly effecting Clocktower from Sept. 2000 to Feb. 2001? e.g. cleaning windows.
- Response time to Air-Con. ***not*** working?
  - Daily monitoring procedure
- Contact name/Tel/Location of Air-Con.
- Electrical maintenance
  - eg. Thunder storms
    - Who does repairs?
      Who ~~creates~~ CHECKS system? ~~After system?~~
- Deny access to sub-station
  - Security
  - SeeBoard

COLLECTION MANAGEMENT

- Assist HM with Govt. Ind Checklist
  - Storage of packing cases Sept. 2000 to Feb. 2001
    - Parking Mint Walk?
  - See Picasso notes for following:
    1. Building description
    2. Exhibition space description
    3. Environmental systems esp. humidity temp readings of last Sept. 1999 to Feb. 2000. (add covering note?)
       - Heating
       - Humidification/De-humidification
       - Ventilation/Filtration
       - Servicing regime of vent/filt equipment
         - Calibration of equipment
       - Lighting levels
         - See Tonquil
       - Monitor of humidity/temp/lights
       - Cleaning staff procedure/materials used
       - Policy on micro-climates in display cases
         - Monitoring equipment in specific high risk items?
       - Review of disaster plan
  - Self-assessment of strengths weaknesses/opportunities/ threats in area of evironmental control over next year (!)

LIGHTING

- Display layout
  - Fragile objects
- Light equipment
  - Satisfactory environmental conditions eg. 50 to 200 lux
  - Weekly check during exhibition?

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