

STANDARD FACILITY REPORT -- UNITED STATES

Registrars Committee of the American Association of Museums

Adopted 1998

Borrowing Institution Profile

Name of Borrowing Institution/Loan Venue	Musées de Marseille/ Musée des Beaux-Arts
Contact Person	Luc GEORGET
Title	Conservateur en chef du musée des Beaux-Arts
Mailing Address	lgeorget@mairie-marseille.fr
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E-mail Address	
World Wide Web URL	
Purpose of Loan/ Exhibition Title	
Dates at Loan Venue	

STANDARD FACILITY REPORT
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NOTICE

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INSTITUTION NAME: Musée des Beaux-Arts de Marseille

Please attach a floor plan of the museum, indicating:

- where borrowed object(s) will be displayed
- receiving area
- location of reception areas
- location of portable fire extinguishers, fire suppression and detection systems

Floor plan attached

Yes

No

Please indicate the system of measurement used to report dimensions and weight capacities for your museum:

English measure (feet, inches, miles, etc.)

International System of Units (IS) (meters, centimeters, kilograms, kilometers, etc.)

1. GENERAL INFORMATION

1.1 Is your institution currently accredited by the American Association of Museums?

Yes

No

If yes, date of most recent accreditation decision ____

1.2 Check the type(s) that best describe your institution:

Museum (non-profit)

Aquarium

Arboretum/Botanical Garden

Art

Children's/Youth

General

Historic House

History

Natural History/Anthropology

Nature Center

Science

Zoo

Other (specify) ____

University

Museum or Gallery

Student Center/Union

Library

Department ____

Cultural Organization

Library

Religious Institution

Civic/Exhibition Center

Fair Building

Other (specify) ____

Other (specify)

GENERAL INFORMATION (cont.)

Geographic Profile

Contact your local fire department and/or municipal building department for assistance in answering questions 1.3 through 1.6.

1.3 Is your building located in an earthquake or earth movement prone zone? Yes No

Please consult the map in the printed report to determine the number corresponding to the area in which your building is located. Use the blank below to indicate the seismic zone number listed on the map.

Seismic Zone ____

1.4 Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries? Yes No

If so, what is the flood rating for your building? ____

Explain rating method: ____

1.5 Is your building located in an area subject to other natural catastrophes such as hurricanes, tornadoes, or severe windstorms? Yes No

If yes, is your building equipped with working storm shutters? Yes No

If yes, what types of shutters? ____

1.6 Is your institution in a designated brush zone? Yes No

Staff and Major Contractors

1.7 Use the matrix below to provide information on key museum staff members who will work with temporary or traveling exhibitions. Provide both work and home numbers for employees. Under employment status, please indicate if employee is a full- or part-time staff member or is a contractor. If employee is a contractor, provide the name of the contracting firm or organization. Please provide the specialty of curators and conservators. Attach a continuation sheet if necessary.

POSITION	NAME	TITLE	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESSES	EMPLOYMENT STATUS (F/T, P/T, Contractor)
Director (Chief Exec. Officer)	Luc GEORGET	Conservateur du musée des Beaux-Arts	Work: 00 33 491 14 59 30	lgeorget@mairie-marseille.fr	F/T
Security Supervisor	Nicolas MOULIN	Chef de site	Work: 00 33 6 32 87 19 26 Home: Fax:	nimoulin@marseille.fr	F/T
Registrar I	Chrystelle VOLLEKINDT	Attachée de Conservation	Work: 00 33 491 14 59 14 Home:	cvollekindt@marseille.fr	F/T
Registrar II	Stéphanie HECKENROTH	Assistante de conservation	Work: 04 91 14 53 07 Home : Fax:	sheckenroth@marseille.fr	F/T

2. BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE

General

2.1 Please indicate the dates your original building and any subsequent additions were completed. Use an "x" to indicate the gallery/areas where loan items will be stored and displayed.

	Date of Completion	Loan Item Storage Area	Loan Item Display Area
Original Building	1869	1869	1869
Addition 1 ____			
Addition 2 ____			
Addition 3 ____			

2.2 What type of building materials were used for your original building?
[Indicate "x" where appropriate]

Original Building	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/Carpet	Other (specify)
Exterior Walls							X			
Interior Walls							X			
Floors						X	X	X		
Ceilings						X		X		
Structural Supports						X	X	X		

What type of building materials were used for subsequent additions? Attach an additional sheet if necessary. [Indicate "x" where appropriate]

Addition 1	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/Carpet	Other (specify)
Exterior Walls										
Interior Walls										
Floors										
Ceilings										
Structural Supports										

2.3 Indicate ("x") the most appropriate description of your building and any additions. Contact your local fire department or municipal building department for assistance, if necessary, in answering this question.

	Type I -- Fire Resistive	Type II -- Non-Combustible	Type III -- Ordinary	Type IV -- Heavy Timber	Type V -- Wood Frame
Original Building			X		
Addition 1					
Addition 2					
Addition 3					

If your original building or any additions are Type I -- Fire Resistive, is there a sprayed-on fire retardant?

Yes

No

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.4 Are all structures free-standing? Yes No

If no, provide a physical description and the purpose of the larger structure into which it is incorporated and how museum access is restricted/monitored:

—

2.5 Are you undergoing renovation at this time? Yes (See 9) No

2.6 Do you anticipate any construction or renovation projects during the proposed loan period? Yes No

If yes, explain: —

2.7 How many floors does your building have? 2

If more than one floor, indicate mode of access between levels:

Stairs Elevator Other (specify) —

Are floors divided by three-hour fire doors? Yes No

Temporary Exhibition Space(s)

2.8 Indicate the layout of your temporary exhibition area(s):

One large room Series of small rooms

Other (specify) 2 galleries and three large rooms

2.9 What is the load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?

first floor : 600 da N/m²

second floor 500 daN/m²

2.10 Are any temporary exhibition spaces located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.? Yes No

If yes, describe: bookshop

2.11 Are the temporary exhibition areas used only for viewing? Yes No

If no, what other function(s) do they serve? —

2.12 Are there any water fixtures or accessories such as plumbing pipes, sprinkler systems, water fountains, etc., located in or above temporary storage or exhibition areas? Yes No

If yes, describe:

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.13 Do you have a modular wall partition/panel system? Yes No

If yes, indicate means of support:

Supported at floor and ceiling

Supported only at floor

Indicate the materials used in construction: wood

2.14 Describe the type and location of public activities that take place in your building, other than exhibitions:
bookshop, receptions

Do these activities take place in temporary exhibition galleries?

Yes

No

2.15 Are eating and drinking ever permitted in:

Temporary exhibition galleries?

Yes

No

Temporary exhibition storage?

Yes

No

Receiving area?

Yes

No

Temporary exhibition preparation area?

Yes

No

If yes, please explain: ____

2.16 Do you make routine inspections for rodent, insect and microorganism problems?

Yes

No

If yes, describe means and frequency: traps regularly inspected

2.17 Do you undertake routine extermination/fumigation procedures?

Yes

No

If yes, describe methods, products used, and frequency: traps regularly inspected fulmigation (cyphonetryn) in case of detection of insect problems

Describe what course of action you would take if and when an infestation occurs:

In case of detection, the laboratory of the CICRP in Marseille (interregional center for heritage conservation and restoration) is called for an immediate evaluation of the infestation. Definition of the procedure of treatment with the laboratory

2.18 Please supply details of how the exhibition area is managed during an exhibition with regard to routine lamp replacement, cleaning procedures, and checking of equipment: lamp replacement, cleaning procedures and checking of equipment are always made under the control of the in house security center (PC sécurité) and with a guard in the room

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

Shipping and Receiving

2.19 What are your normal receiving hours? From 8 AM to 6 PM

2.20 Can you accommodate a delivery at times other than these hours?

Yes

No

2.21 How are large shipments received? _____

2.22 What is the largest size vehicle your loading area will accommodate (if it pertains to the loan objects in question)? 40 m3/ 50 m3

2.23 Do you have (or have access to) the following? Please "x" all that apply and provide requested details, if they relate to the loan item(s) in question.

Shipping/receiving door	(dimensions: H <u>320</u> W <u>140</u>)
Raised loading dock	(height from ground: _____)
Dock leveler	
Forklift	(weight capacity: _____)
Hydraulic lift	(weight capacity: _____)
Crane	(weight capacity: _____)
Ramp	(length: _____)
Scaffolding	(height: _____)
Other	(specify: _____)

2.24 What is the maximum size crate your shipping/receiving door can accommodate?
(H 300 cm W 140 D 300 cm)

2.25 If you do not have a shipping/receiving door or a raised dock, how do you receive shipments? (*Describe loading area and indicate on attached floor plan*) _____

2.26 Is your loading area:

Sheltered

Enclosed

Neither

2.27 Describe security precautions taken in your loading area: **the loading area is closed by a gate, with guards and under cctv control.**

2.28 Do you have a secure receiving area separate from the loading area?
(Dimensions: L 8m W 3.40 m Ceiling H 6.20)

Yes

No

If yes, is this area used only for exhibition objects?

Yes

No

If not, please describe other uses. _____

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.29 How is access to the receiving area controlled?

The area is under access control system, and closed circuit television control.

2.30 Where do you usually unpack/repack/prepare objects for exhibition? (*Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.*)

2 Receiving room

☐ Exhibition preparation room

☐ In-house packing facility

1 Exhibition galleries

3 Storage area

☐ Outside packing facility

2.31 Do you utilize an off-site packing/preparation facility?

Yes

No

If yes, indicate the most appropriate description:

Museum property

Rented commercial space

Commercial space contracted as needed

Other (specify) ____

Indicate distance from your institution: ____

What is the mode of transportation between the two facilities? ____

Does a professional museum staff member always supervise packing/unpacking? Yes

No

What is the title of the staff person responsible? Registrars and curator

2.32 Where do you usually store loaned objects before they are installed? (*Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.*):

☐ Receiving room

☐ Exhibition preparation room

☐ In-house packing facility

2 Exhibition galleries

1 Storage area

☐ Outside packing facility

2.33 Do you have a freight elevator?

Yes

No

Interior dimensions: L 210 W 80 Ceiling H 200

Load capacity: 1000 kg

for the largest shipment, the second exhibition level is also accessible at ground level by another entrance

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

Storage

2.34 Do you have a secured storage area for temporary exhibition objects? Yes No

Interior dimensions: L 8 mW 3,40 m Ceiling H 6,20 m

Dimensions of door: H 320 cm W 240 cm

Is it:	Separate from your permanent collection storage	Yes	No
	Locked	Yes	No
	Alarmed	Yes	No
	Climate-controlled	Yes	No
	<i>(See Section 3 for detailed environmental information)</i>		

Who has access/keys? PC (Security center) / registrar

How is access controlled?

2.35 Do you have fire detection and/or suppression systems in your temporary exhibition object storage area?
(See Section 4 for detailed information on fire protection) Yes No

Describe: **ROR heat detectors and optical detectors , portable fire extinguishers**

2.36 Do you have a highly secured storage area for precious small temporary exhibition objects? Yes No

If yes describe:

2.37 Where do you store empty crates? ("x" all appropriate)

On-premises Off-premises

If on-premises, is area: temperature-controlled
pest-controlled
humidity-controlled

If off-premises, is area: temperature-controlled
pest-controlled
humidity-controlled

3. ENVIRONMENT

Heating and Air Conditioning

3.1 Is your environmental control system in operation 24 hours a day, 7 days a week including times when the museum is closed?

Yes

No

Is there a back-up system for your environmental control system?

Yes

No

If yes, how long can it operate? ____

3.2 Indicate the type and location of your environmental control systems ("x" all appropriate):

	Temporary Exhibition Storage	Temporary Exhibition Gallery	Throughout Building
Centralized 24-hour temperature control system	X	X	X
Centralized 24-hour humidity control system	X	X	X
Centralized 24-hour filtered air	X	X	X
Simple air conditioning (window units)			
Simple heating			

3.3 Describe cooling system:

	Type	Year Installed or Upgraded
In temporary exhibition galleries	HVAC SYSTEM Production of chilled water by air condensation unit, central air handling equipped with filters, cooling coil, heating coil and steam humidification	
In temporary exhibition storage	HVAC SYSTEM Production of chilled water by air condensation unit, central air handling equipped with filters, cooling coil, heating coil and steam humidification	

3.4 Describe heating system (i.e., convection, forced air, solar):

	Type	Year Installed or Upgraded
In temporary exhibition galleries	HVAC system	
In temporary exhibition storage	HVAC system	

3.5 Are portable heating devices used anywhere in your facility?

Yes

No

If so, what kind and where? ____

3.6 Describe humidity control equipment:

	Type	Year Installed or Upgraded
In temporary exhibition galleries	Sensors related to a central unit	
In temporary exhibition storage	Sensors related to a central unit	

3.7 Do you use any additives (i.e. corrosion-inhibitors, water treatments) in your humidification system?

Yes

No

If yes, explain: ____

ENVIRONMENT (cont.)

3.8 Who monitors and services the environmental systems?

Staff
On maintenance contract
Called repair as needed

3.9 How often are the environmental systems monitored and serviced?

3.10 What are the recorded temperature and relative humidity ranges in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	22 C	55%	idem	idem
In Fall/Winter	20 C	55%	idem	idem

3.11 What is the maximum usual variation percentage within a 24-hour period in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	+/- 2 ∞ C	+/- 5%	idem	idem
In Fall/Winter	+/- 2 ∞ C	+/- 5%	idem	idem

3.12 Who responds to environmental control system problems?

In-house personnel
Other (please specify): _ Contractor

3.13 Are records of the variations in temperature and relative humidity kept? Yes No

3.14 Do you have the ability to adjust your temperature and relative humidity levels to meet the needs of different types of objects? Yes No

3.15 How many of each of the following do you have available and how often are they calibrated?

	Number available	Frequency of calibration
Electronic sensors	2 by rooms	
Psychrometers		
Hygrometers		

3.16 Do you monitor and record temperature and relative humidity levels on a regular basis in:

Temporary exhibition galleries?	Yes	No
Temporary exhibition storage spaces?	Yes	No
Display cases containing environmentally sensitive material?	Yes	No

If yes, by what means: Recording hygrothermographs
Other (specify): monitoring

Indicate frequency:

Who is responsible for monitoring these levels? registrars

ENVIRONMENT (cont.)

3.17 Are the environmental conditions in temporary exhibition galleries: ("x" the most appropriate)

Individually controlled

All controlled as part of the entire building or with several other rooms

3.18 Are the temporary exhibition storage areas: ("x" the most appropriate)

Individually controlled

All controlled as part of the entire building or with several other rooms

3.19 How closely are loan objects positioned to heating, air conditioning, or humidification vents or units?

Describe: air conditioning vents are located into the ceilings at 7 m from the ground

Lighting

3.20 What type of lighting do you utilize in the temporary exhibition galleries? ("x" all appropriate)

Daylight

Windows

UV filtered

Equipped with shades or drapes

Skylights

UV filtered

Equipped with shades or drapes

Fluorescent

UV Filtered

Incandescent

Tungsten

Iodide

Quartz

Other (specify) Halogen/led

3.21 Do you have a light meter? Yes No

If yes, what type: Lux meter

Do you have a UV meter? Yes No

3.22 How low can you adjust your light levels (# of foot-candles)? 50 lux (maximum 360 lux)

3.23 Is your institution capable of building vitrines with special requirements upon request?
No Yes

3.24 Are display cases equipped with dust filters? Yes No

3.25 Are display cases ever internally lit? Yes No

If yes, what type of lighting is used in the display cases ("x" all appropriate):

Fluorescent

Incandescent

UV filtered

Fiber optic

3.26 Are objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights? Yes No

4. FIRE PROTECTION

Contact your local fire department or municipal building department for assistance, if necessary, in answering questions 4.1 and 4.2 and 4.15.

4.1 What is the fire rating of your building (e.g., A1)?

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system? Yes No

If yes, indicate type (ion detectors, etc.): **ROR heat detector and optical detector**

If no, describe areas not protected: ____

4.3 Do your institution's fire detection/alarm systems employ components listed by Underwriters Laboratories? Yes No

Are the systems installed according to UL standards? Yes No

4.4 Are all emergency exit doors equipped with alarms? Yes No

If yes, indicate type: **UGCIS (delayed-egress locking system)**

Do doors automatically unlock when a fire alarm is activated? Yes No

4.5 How are the systems checked?

By whom? PC sécurité (in house security center), contractor,

How frequently? PC sécurité : daily ; contractor: regularly and on request

4.6 How is the fire/smoke detection/alarm system activated? ("x" all appropriate)

	Temporary Exhibition Galleries	Temporary Exhibition Storage Areas
Self-activated heat detection	X	X
Self-activated smoke detection	X	X
Control panel	X	X
Manual pull stations		
Water flow switches in sprinkler system		

4.7 Who does your fire alarm system alert? ("x" all appropriate)

In-house central station (proprietary system)

In-house audible devices

Local fire station--direct line

UL/FM-approved central station (specify company) ____

Other (specify) ____

FIRE PROTECTION (cont.)

4.8 Indicate the type(s) of fire suppression system(s) in operation where loaned object(s) will be **received**, **stored** and **exhibited**: ("x" all appropriate)

Sprinklers

	Received	Stored	Exhibited
Wet pipe			
Dry pipe			
Delayed action			
Pre-action			
Other			

Location(s): ____

Year installed ____

Are the staff and guards trained in shut-off procedures?

Yes

No

Gaseous fire suppression systems

	Received	Stored	Exhibited
Halon			
Clean agent			
Other ____			

Location(s) ____

Year installed ____

Fire hose cabinets per local fire code

Received	Stored	Exhibited

Are fog nozzles installed?

Yes

d

No

Portable fire extinguishers

Received	Stored	Exhibited
dry chemical/pressurized water	dry chemical/	Dry chemical/r

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other) ____

4.9 How often are portable extinguishers tested? Once a year

4.10 How frequently is the staff trained in the use of portable fire extinguishers? once a year

4.11 In what areas and under what conditions is smoking allowed in your building? smoking is strickly prohibited

4.12 How far is your institution from the local fire station? 1 km

4.13 How long does it take the fire department to arrive at your facility in response to an alarm? 5/7 minutes

4.14 How far is your building from the nearest fire hydrant? 30 meters

FIRE PROTECTION (cont.)

4.15 Is your local fire station staffed 24 hours a day? Yes No

What is the town class number for the fire department? (NB 4, NB 5, NB 9)?

Is there an on-site fire brigade? Yes No

Has the fire department visited your facility and met with you to pre-plan a course of action should a fire occur at your facility? Yes No

Date of the last visit by the fire department for pre-planning:
2014

4.16 Do you have an established fire emergency procedure? Yes No

If yes, how frequently is the staff trained in this procedure? **Once a year**

5. SECURITY

Guards and Access

5.1 Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)? Yes No

If no, would your institution be willing to hire additional guards, if required? Yes No

5.2 What type of security personnel does your institution utilize? ("x" all appropriate)

Security employees of your institution
Other staff
Contractors from an outside service company Name of company
Students
Volunteers/docents
Other (specify) ____

5.3 Do you have a trained security supervisor in charge at all times? Yes No

5.4 Are your security personnel specially trained for your facility? Yes No

If yes, briefly explain the extent and duration of their training:

5.5 Are your guards ("x" all appropriate)

Armed? Radio-equipped?
Pager-equipped? Phone-equipped?
Other (specify) ____

5.6 Do you conduct background checks on guards prior to hiring? Yes No

Do you perform honesty testing on prospective or new employees? Yes No

Do you perform background checks on prospective or new employees? Yes No

5.7 Indicate the number of guards normally on duty:

	Throughout Building		In Temporary Exhibition Galleries	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)	3	2	3 guards for each galleries	2
When closed to the public, but open to staff	3	2	1 guard by room at least when the exhibition galleries are open to the staff and for the maintenance	2
During closed hours	3	1	0 temporary exhibition galleries are alarmed	1

5.8 How many galleries are assigned to each guard? 2 or 3 guards for each galleries

5.9 Is a guard assigned during installation and deinstallation? Yes No

If no, can one be, if required? Yes No

How is access restricted during installation and deinstallation of temporary exhibitions? Access restricted to the exhibition staff

SECURITY (cont.)

5.10 How often are temporary exhibition galleries checked when closed? **At the opening and closure**

By whom? **guards**

How is the frequency of these checks ensured (e.g., checkpoint system, etc) **check point system**

5.11 How often are "checklist" checks made of the objects in temporary exhibitions **At the opening and closure. All objects are individually secured with a sensor tag connected to an alarm in the 24/24 h security center**

Who is responsible for these checks? **guards**

5.12 Do you make a photographic record of objects within each temporary exhibition gallery?

Yes

No

5.13 Do you maintain records on internal movement and relocation of borrowed objects? **Borrowed objects are not relocated**

No

5.14 Are security personnel stationed at all entrances and exits to the building during open hours?

Yes

No

If no, explain: ____

5.15 Indicate the positions/titles of those individuals authorized to sign for the removal of museum objects from the building: **Registrars**

5.16 Is every object entering or leaving the building signed in and out by security personnel?

Yes

No

5.17 Are the contents of bags, briefcases, etc. checked upon entering and exiting? **(before entering the exhibition galleries)**

Yes

No

Is there a handcarry size restriction?

Yes

No

If yes, what is it? **40 x 40 x 15 cm**

What is your policy on use of tripods in temporary exhibition galleries? **tripods are forbidden**

5.18 Do you have a sign-in/sign-out procedure for guards and after-hours personnel?

Yes

No

5.19 How many staff members have keys to exterior doors? **Restricted to security staff only**

Specify positions/titles **Security supervisor. Security staff**

5.20 Are exterior perimeter checks of the building carried out?

Yes

No

If yes, by whom and how frequently?

**Security staff 24/24 h
Police**

SECURITY (cont.)

5.21 Do your staff (paid and volunteer) and special guests wear identifying badges when in non-public areas of your building?

Yes

No

5.22 Do you have an emergency response plan?

Yes

No

Do you have a disaster recovery plan?

Yes

No

Please list the date of the last revision **for each:**

Emergency and disaster recovery plan are to be produced for the reopening of the museum

If your institution utilizes such plans, how frequently is the staff trained in their implementation?

5.23 What emergency procedures are observed in the case of theft or vandalism?

Theft : the theft is immediately reported to the police; if opened, the museum is closed and visitors and staff are inspected before going out. the office central de lutte contre le trafic des biens culturels is alerted with documentation. the lender and the insurance broker are notified

Vandalism : Chief supervisor and curator are warned. The object is protected for further damages and the area cleared . Visitors are kept at distances. A conservator is called. Pictures of the object and the situation are made. The police, the lender and the insurance are immediately notified.

Physical and Electronic Systems

5.24 Do you have an electronic security alarm system in operation throughout the building?

Yes

No

If no, specify which areas are **not** protected: ____

5.25 What types of detection equipment are in operation ("*x*" all appropriate)

Magnetic contacts

Microwave motion detectors

Photo electric beams

Passive infrared motion detectors

Ultrasonic motion detectors

Pressure mats on switches

Sonic sensors

Closed circuit TV

Break glass sensors

Water detection devices

Other (specify) RFID tags

5.26 Is your institution's security system certified by Underwriters Laboratories? Yes

No

Are its components listed by UL?

Yes

No

5.27 Where does your detection system sound an alarm? ("*x*" all appropriate)

Proprietary central station

Local audible alarms

Local police--direct line (if ALL systems do not automatically register at the police station, indicate which ones do not) ____

UL/FM central station (specify company) ____

Other (specify) ____

SECURITY (cont.)

5.28 Do exterior doors open directly into the temporary exhibition area? Yes No

If yes, indicate locking mechanism: UGIS (**delayed-egress locking system**)

5.29 Are there windows in the temporary exhibition area? Yes No

If yes, what type of physical security (e.g., bars, gates, mesh) protects them? **meshes**

5.30 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed? Yes No

If no, explain: ____

5.31 How are your security systems tested? Central security center

How often? Automatically 24/24 h and on closing days

Who undertakes these tests : PC sécurité

5.32 Are tests conducted to determine the adequacy and promptness of human response to alarm signals? Yes No

If yes, how frequently?

5.33 Are records kept of all alarm signals received, including time, date, location, action taken and cause of alarm? Yes No

Who is responsible for keeping these records? **PC sécurité**

5.34 How are fragile, small or extremely valuable objects protected?

Check all appropriate:

Acrylic vitrines

Glass vitrines

Wall/permanent cases

Free-standing cases (*specify construction*): ____

Locked cases

Cases secured with exposed screws

Cases secured with covered screws

Cases secured with security screws

Cases with sealed seams

Alarmed cases (specify type) if requested

Other (specify) ____

If none of the above, is your museum willing to borrow or construct secure cases? Yes No

SECURITY (cont.)

5.35 How are small wall-mounted objects affixed to the wall to deter theft? (e.g., security plates, etc.)
security plates, security screw, locked fixation with key

5.36 What hardware is used to hang large, framed works? **with hooks and security supports (metal, weight resistant)**

5.37 Can framed objects be individually alarmed, if required? Yes No

5.38 Indicate methods utilized to deter public access to large exposed objects: **off distance barriers**

6.1 Do you have personnel available for loading and unloading?		Yes	No
A fine art transporter specifically selected for the exhibition is in charge of the loading, unloading, packing and unpacking and hanging of the objects			

6.2 Do you have staff specially trained to pack and unpack objects?	Yes	No
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Supervised by whom? registrars and curator

Do volunteers or interns handle borrowed objects?	Yes	No
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6.3	Are written incoming and outgoing condition reports made on all objects?	Yes	No
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6.4 When do staff use gloves for handling objects? always

6.5 Is matting and framing carried out by your staff?	Yes	No
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6.6 Does your institution have a van or truck appropriate for transporting loan objects? Yes No

If yes, provide dimensions of: Door (H ____ W ____)

Interior (L ____ W ____ Ceiling H ____)

Is the vehicle ("x" all appropriate):

- Air-ride
- Climate controlled
- Equipped with an alarm system
- Equipped with movable straps
- Equipped with lift gate

6.7 For the movement of objects, which companies (either air or ground) have given consistently good and conscientious service to your institution?

Company Name	Contact Individual	Telephone Number e mail
LPART	Gwenaël Rimaud	33 (0)1 49 35 30 00_ 00 http://www.lpart.fr
CHENUE	Julien Noble Da Costa	33 (0)1 53 26 68 00 http://www.chenue.com/nous_contacter/nous_contacter.html

L'Éon AGET S.A .	Roland Aget	http://www.aget.org/ 33 (0) 491 114 500
BOVIS TRANSPORTS	Jean Claude Canals	33 (0)1 60 16 32 32
		—

7. INSURANCE

7.1 Which company provides insurance for your institution? AXA / Art

Broker's name: Gras et Savoye 92200 Neuilly sur Seine

Address: 2 à 8 rue Ancelles

Telephone number: 01 41 43 54 37

Fax number: 01 41 43 69 58

7.2 How long have you carried insurance with this company? 20 years

7.3 What coverage does your policy for borrowed objects provide? Please "x" all that apply:

- ☐ All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions
- ☐ Coverage against burglary and theft
- ☐ Coverage against fire
- ☐ Coverage against rising water and water damage
- ☐ Coverage against natural disasters (i.e., earthquake)
- ☐ Coverage against mysterious disappearance
- ☐ Coverage against employee dishonesty

7.4 What are the applicable non-standard exclusions of your policy affecting loans Nuclear war risks, inherent vices or pre-existing vices

7.5 What are the deductible limits of coverage for borrowed objects? No deductible – 100 % all risks first euros/currency upon agreed value of the lender

7.6 Have there been any individual damages or losses over \$5,000 to permanent, loaned or borrowed collections incurred during the last three years (whether or not a claim was filed)? Yes No

If yes, state the date of damage or loss, circumstances and cause, extent of the damage or loss, whether there was litigation or subrogation to determine blame or negligence (add additional sheet, if necessary).

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What precautions have now been undertaken to prevent any further incidents?

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8. LOAN HISTORY

8.1 List several temporary exhibitions you have recently hosted:

The musée des Beaux-arts de Marseille before his renovation hosted the permanent collections of fine arts. Before the renovation the exhibition galleries of the musée des Beaux-Arts were in the Vieille Charité

Exhibition organized by the Musée des Beaux-Arts in " La Vieille Charité" Title/Organizing Institution	Year
Le Grand Atelier du Midi	2014
	2016
Marseille au XVIIIeme siecle	

8.2 List other institutions you have borrowed from recently:

Name of Institution	Object Type	Year
<u>Musée du Louvre</u>	<u>Paintings sculpture</u>	<u>2016</u>
<u>Hamburger Kunsthalle</u>	<u>Paintings</u>	<u>2019</u>
<u>Mineapolis Institute of Art</u>	<u>Paintings</u>	<u>2016</u>
<u>Washington National Gallery</u>	<u>Paintings</u>	<u>2013</u>
<u>Boston, museum of fine arts</u>	<u>Paintings</u>	<u>2013</u>
<u>Los Angeles The Armand Hammer collection</u>	<u>Paintings</u>	<u>2013</u>
<u>Philadelphia museum of art</u>	<u>Paintings</u>	<u>2013</u>
<u>Copenhagen Ny Carksberg</u>	<u>Paintings</u>	<u>2013</u>
<u>Montreal Musée des Beaux-arts</u>	<u>Paintings</u>	<u>2013</u>
<u>Utrecht Centraal museum</u>	<u>paintings</u>	<u>2013</u>
<u>Musée d'Orsay</u>	<u>Paintings sculpture</u>	<u>2013</u>

9. ADDITIONAL INFORMATION AND COMMENTS

The Musée des Beaux-Arts is the oldest of Marseille's museums. It was one of the 15 museums established in the French regions by imperial decree in 1801. Housed since 1869 in the Palais Longchamp, it has been closed since 2005 for major refurbishment. During its closure, the museum has continued to lend its collection externally and to organize exhibitions in the galleries of the Vieille Charité

The restoration of the facade and the sculptural decoration has been provided by François BOTTON , chief architect of Monuments Hitoriques. The architectural firm Bodin & associés of Paris <http://www.bodin.fr/>, one of the most important french agency for museum construction and renovation, is responsible for the overall renovation of the museum.

The project focused on the architectural enhancements to the interior of the 150 years-old building, updating the building's infrastructure (replacing heating, ventilation and air conditioning (HVAC) systems; upgrading fire and alarm systems; improving electrical systems; and improving security).

The renovation has been completed in march 2013.

10. **VERIFICATION AND RESPONSIBILITY**

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT INSTITUTION AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED).

Signature

Typed Name Luc GEORGET

Title conservateur en chef du musée des Beaux-Arts de Marseille

Date :

1/03/2021

