



Australian War Memorial

Standard Facilities Report and Security Supplement

CONFIDENTIAL

This Standard Facilities Report is a modified version of one that was originally devised by the United Kingdom Registrars' Group (UKRG) in 2004. The UKRG has given permission for it to be used by the Australian War Memorial in this form.

The report will enable borrowers to assess the practicalities involved in making loans and travelling exhibitions; it will help both borrowers and lenders identify potential problems and reach agreement on how these might be resolved. This report is intended for use in all kinds of museums and galleries, irrespective of type of collection or size; as a result, not all of the questions will be relevant to every borrower. As a standard form, it can be filled in once and then updated for use with any future loan or exhibition requests. The report will be valid for three (3) years from the date of completion. Please notify the Memorial of any change to your building during that period.

Please complete the form as fully and accurately as possible, taking care to add in any other information you feel may be relevant. It should be returned to the Memorial as quickly as possible. You should retain a copy for your records and for future use.

Borrowing Institution:

Checklist for returning Standard Facilities Report:

- Floor plan of s of each of the exhibition areas and overall building, clearly indicating each separate area.
- Copies of continuous readings for temperature, relative humidity and light levels for the areas in which you propose to display loans taken over a period of the previous year equivalent to that of the loan period. Please indicate on the floor plan the location of the monitors.
- Completed security supplement
- Disaster Plan
- Emergency Procedure
- Contacts list of key personnel
- Floor plan of Special exhibition space for travelling exhibitions indicating power points
- Any photographs, interior views or publicity material which show the exterior of the building
- Any other information which you feel might be helpful

Signed _____

Date _____

Key information

Borrowing institution	
Postal address	
Delivery address	
Contact person	
Position	
Telephone	
Email	
Fax	
Emergency contact person and mobile number	
Security contact person/company and local number	
Director's name	
Management body (university, city council)	
Venue funded by (council)	
Staffing – Please indicate	Number of paid staff _____ Number of volunteers _____
Opening hours	
Admission charged	\$ _____
Book shop/Souvenir shop	YES/NO
Average visitation (eg. weekly/monthly)	

Exhibition venue (if different from above)	
Postal address	
Delivery address	
Contact person	
Position	
Telephone	
Email	
Fax	
Emergency contact person and mobile number	
Security contact person/company and local number	

[A] BUILDING

This section aims to create a picture of the type of building in which the Memorial's collection would be displayed, as well as covering potential dangers such as building work and infestation by pests. It would be helpful if photographs could be included.

<p>1. When was the original establishment completed? a. If any, when were any extensions completed?</p>	<p>----- ----- -----</p>																																																						
<p>2. What type of building materials are used in the construction of the building?</p>	<table border="1"> <thead> <tr> <th></th> <th>Brick</th> <th>Concrete</th> <th>Glass</th> <th>Safety glass</th> <th>Steel</th> <th>Stone</th> <th>Wood</th> <th>Other*</th> </tr> </thead> <tbody> <tr> <td>Exterior walls</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Interior Walls</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ceilings</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Structural Supports</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Temporary Structures</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*If OTHER please provide details</p> <p>----- ----- -----</p>		Brick	Concrete	Glass	Safety glass	Steel	Stone	Wood	Other*	Exterior walls									Interior Walls									Ceilings									Structural Supports									Temporary Structures								
	Brick	Concrete	Glass	Safety glass	Steel	Stone	Wood	Other*																																															
Exterior walls																																																							
Interior Walls																																																							
Ceilings																																																							
Structural Supports																																																							
Temporary Structures																																																							
<p>3. Do you have any construction or refurbishment work in progress or planned within the next 3 years?</p>	<p>YES / NO</p>																																																						
<p>3.1 If YES, please supply details (nature of work, dates, proximity to collection areas)</p>	<p>----- ----- -----</p>																																																						
<p>4. Does your institution have a procedure in place to deal with collection in emergencies? (E.g. a disaster plan)</p>	<p>YES / NO Please supply a copy of your written disaster plan</p>																																																						
<p>5. In the event of an emergency who would be authorised to remove the Memorial's items from danger?</p>	<p>----- ----- -----</p>																																																						
<p>6. Do you make routine inspections for rodent, insect and mould problems?</p>	<p>YES / NO</p>																																																						
<p>6.1 If YES, please supply details (including treatment type and frequency).</p>	<p><input type="checkbox"/> Daily ----- ----- <input type="checkbox"/> Weekly ----- ----- <input type="checkbox"/> Monthly ----- -----</p>																																																						

[B] EXHIBITION AREAS

The information requested in this section will help to decide the safest way to display a loan or travelling exhibition, as well as consider the practicalities of lending/borrowing physically problematic objects.

Please attach floor plans of the exhibition area(s) to be used, clearly indicating each separate area, showing the position of routinely opened doors and windows, and, as far as possible, unshaded glazing, sources of heat, draughts, etc.

<p>1. When was the exhibition area to be used last refurbished?</p> <p>Please supply details.</p>	<p>-----</p> <p>-----</p>
<p>2. What methods are used to secure items to:</p> <ul style="list-style-type: none"> a. walls b. partitions c. plinths d. showcases, etc. e. Other – please give details <p>Please describe your usual method (direct fixing, secure mounts etc)</p> <p>** Please note you may be asked to supply more detail of the showcases you propose to use for display of loan items</p>	<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>3. Do you permit the consumption of food or drink or smoking in exhibition areas?</p>	<p>YES / NO</p>
<p>3.1. Do you hold functions in or adjacent to exhibition areas? If so, please supply details of intended functions and how you will protect the collection.</p>	
<p>4. Do you use barriers or other methods of physical protection for loan and exhibition items on display?</p>	<p>YES / NO</p>
<p>4.1 If YES, please supply details and the materials used.</p>	<p>-----</p> <p>-----</p> <p>-----</p>
<p>5. Please supply details of how the exhibition area is routinely managed during an exhibition with regard to:</p> <ul style="list-style-type: none"> • lamp replacement • cleaning of floors and display cases • checking of equipment. • the materials used and cleaning products for display equipment. 	<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>6. What loans or travelling exhibitions have you had in the last 5 years?</p>	<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>

7. Will the objects be displayed in an exposed, high traffic area? (eg. foyer, hallway, food preparation areas, near bathroom entrances/exits etc.) Please provide details.

Temporary exhibition space (for travelling exhibitions)

1. What is the total area of available temporary exhibition space?	Metres ² floor _____ Lineal wall metres _____
2. Indicate the layout of your temporary exhibition area (please attach a floor plan)	<input type="checkbox"/> One large room <input type="checkbox"/> Series of smaller rooms <input type="checkbox"/> Other (specify) _____
3. Please indicate number and location of power points in temporary exhibition areas on floor plan	
4. What is the load capacity of the temporary exhibition floors?	
5. What is the floor covering?	
6. Indicate number and dimension of doorways providing access into temporary exhibition areas	Number W..... H..... W..... H..... W..... H.....
7. Do you have a modular/partition wall system in the temporary exhibition space?	YES/NO Dimensions: W..... H..... L.....
7.1 If YES, how is it supported?	<input type="checkbox"/> Supported floor and ceiling <input type="checkbox"/> Supported floor only <input type="checkbox"/> Other (please specify).....
7.2 Indicate materials used in partitioning system.	

[C] ACCESS/STORAGE OF CRATES

The information requested in this section allows borrowers and lenders to think in terms of the problems that may be encountered (stairs, awkward corners, etc.) when moving large or heavy objects and plan necessary precautions.

(Please provide floor plan of loading/unloading area)

1. What are your normal delivery hours?	
2. Can you accommodate a delivery at other times by special arrangement?	
3. What is the largest vehicle your loading area can accommodate?	
4. Are there any restrictions to vehicle access to your premises (low archways, tight corners, size/weight restrictions, etc.)?	YES / NO

<p>4.1 If YES, please supply details and dimensions.</p>	<p>.....</p>
<p>5. Loading/Unloading: Do you have: a. Do you have licensed staff to operate appropriate equipment?</p>	<p><input type="checkbox"/> Loading dock/receiving door – dimensions: H.....W.....(m) <input type="checkbox"/> Raised loading dock – height from ground: H.....(m) <input type="checkbox"/> Dock leveller <input type="checkbox"/> Forklift – weight capacity:.....(kg) <input type="checkbox"/> Hydraulic lift – weight capacity.....(kg) <input type="checkbox"/> Ramp – length:.....(m) <input type="checkbox"/> Other handling equipment (E.g. trolleys, pallet jacks, dollies, etc) Please specify (dimensions and quantity): </p>
<p>6. What is the maximum crate size your delivery door can accommodate?</p>	<p>H.....W.....D.....(cm)</p>
<p>7. Is your loading area:</p>	<p><input type="checkbox"/> Exposed <input type="checkbox"/> Sheltered <input type="checkbox"/> Fully enclosed</p>
<p>8. If you do not have a loading dock or specific delivery area, indicate how and where you receive shipments? (you may wish to include a map or photo)</p>	<p>.....</p>
<p>9. Describe the security arrangements in your loading area (CCTV etc):</p>	<p>.....</p>
<p>10. Do you have a secure receiving area for objects, separate from the loading area?</p>	<p>YES / NO</p>
<p>10.1 If YES, please supply details</p>	<p>L.....W.....H.....(m)</p>
<p>10.2 Is this area used only for collection items?</p>	<p>YES / NO If no, what else is this area used for? </p>
<p>11. Are loan/travelling exhibition items delivered to a venue different from where they will be displayed?</p>	<p>.....</p>
<p>12. Where do you store empty crates:</p>	<p><input type="checkbox"/> On premises: <input type="checkbox"/> Temperature-controlled <input type="checkbox"/> Pest-controlled <input type="checkbox"/> Off premises: <input type="checkbox"/> Temperature-controlled <input type="checkbox"/> Pest-controlled</p>
<p>12.1 Do you make routine inspections of the crates and storage areas for pests and mould? How often?</p>	<p>YES/ NO <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>

13. If your building is more than one storey, do you have a goods lift?	YES / NO
13.1 If YES , what are its interior dimensions and load capacity?	
13.2 If NO , how do you move objects between different floor levels?	
STORAGE	
14. Where do you normally store loaned/travelling exhibition objects prior to installation? (E.g. storage area/exhibition gallery, offsite etc)	
14.1 Will the items be stored offsite at any point during the loan? For how long and how will it be transported to the display area?	
14.2 Is this storage area:	<input type="checkbox"/> Locked? (who has key access?) <input type="checkbox"/> Alarmed? <input type="checkbox"/> Climate controlled? <input type="checkbox"/> Fire protected?
15. If required, do you have a highly secured storage area, safe or armoury for valuable objects?	YES / NO
15.1 If YES , please supply details and internal dimensions.	<p>.....</p> <p>.....</p>
15.2 What class of security is the secure area? (eg. Class A etc)	
16. If you don't have a highly secured storage area, do you have an alternate site? (eg. Police station) Please give details.	

[D] HANDLING

The information requested here allows borrowers and lenders to agree on the most appropriate handling method/procedures for particular loans and travelling exhibitions.

1. Who carries out the packing/handling of the Memorial's collection?	Name: _____ Position/title: _____ Name: _____ Position/title: _____
1.1 What training, etc., have they received?	<p>.....</p> <p>.....</p> <p>.....</p>
2. Where do you unpack/repack objects prior to and after display?	<p>.....</p> <p>.....</p> <p>.....</p>

3. Who is responsible for completing condition reports?	----- ----- -----
3.1 What training have these people had?	
4. Are regular checks made for dust and damage?	YES / NO <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
4.1 Do you keep records of these checks?	----- ----- -----
5. If we specify cleaning requirements, who is responsible to undertake this?	----- ----- -----

[E] ENVIRONMENTAL CONDITIONS

This section is intended to assess the environmental conditions at a loan or display venue and identify any potential problems so that workable solutions can be agreed.

Where possible please attach copies of readings for temperature and relative humidity for the areas in which you propose to display loans/exhibition, covering the period of the previous year equivalent to that of the loan/exhibition period.

If these are not available please provide as much information as you are able.

(a) Temperature and Humidity

1. Do you monitor temperature and relative humidity in the exhibition area on a regular basis?	YES / NO <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
1.1 If YES , please supply details (method or equipment used, frequency of calibration or service).	----- ----- -----
2. What ranges of temperature and relative humidity are maintained over the year?	----- ----- -----
3. How is temperature and relative humidity controlled in the exhibition areas?	----- ----- -----
4. Are these control methods in operation 24 hours per day in the exhibition area?	YES / NO
4.1 If required, is it possible to maintain these control methods for 24 hours a day?	YES/NO If not 24 hours per day, please specify what time periods
5. Do you maintain the same environmental conditions in your storage, unpacking or packing areas as are maintained in exhibition areas?	YES / NO

5.1 If NO , please supply details of conditions and controls.	----- ----- -----
6. Do exterior doors open directly into your exhibition areas?	YES / NO
6.1 If YES , a) How many? b) What type? c) How frequently are they used/opened? Please give dimensions.	
6.2 How well sealed are the doors?	
7. Do exterior windows open directly into your exhibition areas?	YES / NO
7.1 If YES , a) How many? b) What type? c) How frequently are they used/opened? Please give dimensions.	

(b) Lighting

8. What type of lighting do you utilise in the temporary exhibition galleries? (Mark appropriate categories with an X.):	Natural lighting systems		
	Daylight	Blinds/curtains	UV filtering films
	Skylight		
	Windows		
	Artificial lighting systems		
8.1 If your venue has more than one exhibition area is the lighting the same in all areas? If not please provide details for all areas.	YES/NO		
9. Do you have dimmer switches for artificial lighting?	YES / NO		
10. Do you have track lighting?	YES / NO		
11. Do you use a light meter to measure light levels?	YES / NO		
11.1 What are the min/max lux levels in the exhibition space?	Min- Max-		

11.2 Do you measure UV levels in the exhibition space?	
11.3 What are the min/max UV levels in the exhibition space?	Min- Max-
12. Can you adjust your light levels? (lux and UV levels)	----- ----- -----
12.1 Can you limit lux between parameters? If so, how?	
12.2 Can you eliminate UV? If so, how? (eg. Filters, curtains, changing light sources)	
13. How many hours per week will the Memorial's collection items be exposed to light? (Include hours when closed to the public.)	----- -----
14. Is any of the exhibition space exposed to direct sunlight?	YES/NO If so, please explain how you plan to prevent collection exposure to direct light. _____ _____

Signed: _____ **Name:** _____
Position: _____ **Date:** _____



Australian War Memorial

STANDARD FACILITIES REPORT
Security Supplement
CONFIDENTIAL

[A] ELECTRONIC SECURITY ALARMS AND CCTV

AWM use only

Table with 3 columns: Question, Answer, and AWM use only. Rows include questions about intruder-detection systems, computer-based management systems, and detection equipment types.

[A] **ELECTRONIC SECURITY ALARMS (continued)**

AWM use only

<p>4. Who does your intruder-detection system alert?</p> <p>Please supply details for both business and after hours.</p>	<p>Business hours</p> <p><input type="checkbox"/> In house central security control</p> <p><input type="checkbox"/> Local police</p> <p><input type="checkbox"/> Guarding company</p> <p><input type="checkbox"/> Alarm receiving centre</p> <p><input type="checkbox"/> Other</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>After hours</p> <p><input type="checkbox"/> In house central security control</p> <p><input type="checkbox"/> Local police</p> <p><input type="checkbox"/> Guarding company</p> <p><input type="checkbox"/> Alarm receiving centre</p> <p><input type="checkbox"/> Other</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>5. What is the response time to an alarm?</p> <p>a. By internal/staff personnel</p> <p>b. By local emergency services (if required)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>6. How often are your security systems tested?</p>	<p>.....</p> <p>.....</p>		
<p>7. Who undertakes these tests?</p>	<p>.....</p> <p>.....</p>		
<p>8. Are records kept of all alarm signals received?</p>	<p>YES/NO</p> <p><input type="checkbox"/> Time</p> <p><input type="checkbox"/> Date</p> <p><input type="checkbox"/> Location</p> <p><input type="checkbox"/> Action taken</p> <p><input type="checkbox"/> Cause of alarm</p>		
<p>8.1 If YES, how long are the records kept for?</p>	<p>.....</p> <p>.....</p> <p>.....</p>		
<p>9. Are all emergency exit doors equipped with alarms to detect unauthorised use?</p>	<p>YES/NO</p>		
<p>10. Is there a CCTV system in the building?</p>	<p>YES/NO</p>		
<p>10.1 If YES, what type of CCTV?</p>	<p><input type="checkbox"/> Colour</p> <p><input type="checkbox"/> Black and white</p>		
<p>10.2 If YES, what areas does it cover?</p>	<p><input type="checkbox"/> Main entrance</p> <p><input type="checkbox"/> All galleries</p> <p><input type="checkbox"/> Temporary exhibition galleries only</p> <p><input type="checkbox"/> External parts of the building</p> <p><input type="checkbox"/> Other</p>		

10.2 Who monitors the system and where?	Business hours <input type="checkbox"/> Security staff in security control room <input type="checkbox"/> Receptionist at entrance desk <input type="checkbox"/> Curator in office <input type="checkbox"/> Collection storage area <input type="checkbox"/> Other (supply details) ----- ----- ----- -----	After hours <input type="checkbox"/> Security staff in security control room <input type="checkbox"/> Receptionist at entrance desk <input type="checkbox"/> Curator in office <input type="checkbox"/> Collection storage area <input type="checkbox"/> Other (supply details) ----- ----- ----- -----		
10.3 Is there a recording system?	YES / NO			
10.4 If YES , please supply details	<input type="checkbox"/> Simple <input type="checkbox"/> Multiplexer			
10.5 Are recordings time and date generated?	YES/NO			
10.6 How long are recordings kept?	<input type="checkbox"/> A week <input type="checkbox"/> Month <input type="checkbox"/> Other Please specify ----- ----- -----			

[B] SECURITY STAFF

AWM use only

1. Do you have 24-hour continuous security personnel on the premises (as opposed to periods of electronic-only surveillance)?	YES/NO			
1.1 If NO , would your institution be prepared to hire additional security staff if required?	----- ----- -----			
2. What type of personnel does your institution use for security purposes?	<input type="checkbox"/> Regular security personnel of your institution <input type="checkbox"/> Other personnel of your institution <input type="checkbox"/> Contract security personnel from an outside security company <input type="checkbox"/> Student <input type="checkbox"/> Volunteers <input type="checkbox"/> Other Please supply details ----- ----- -----			
3. Is there a trained security supervisor in charge at all times?	YES/NO			

4. What training do your security personnel receive?	<p>-----</p> <p>-----</p>			
5. How are your security personnel equipped?	<input type="checkbox"/> Armed <input type="checkbox"/> Radio <input type="checkbox"/> Pager <input type="checkbox"/> Phone <input type="checkbox"/> Other Please supply details <p>-----</p> <p>-----</p>			
6. Do you complete police checks on security personnel prior to hiring?	YES/NO			
7. Please indicate the number of security personnel normally on duty.	Throughout the building		Temporary exhibition galleries	
	Stationary	Patrolling	Stationary	Patrolling
	Public Hours			
	Closed to public but open to staff			
	Closed hours			
8. Are security personnel routinely assigned to exhibition areas during installation & deinstallation periods	YES/NO			
8.1 If NO , can security personnel be assigned if required?	YES/NO			
9. Do you have a sign-in/sign-out procedure for personnel after-hours?	YES/NO			
10. Who has access to the exhibition area after hours? Specify positions / titles.	<p>-----</p> <p>-----</p> <p>-----</p>			
11. Do your staff (paid and volunteer) and visitors wear identifying badges when in non-public areas of your building?	YES/NO			
12. How often are exhibition galleries checked when closed and by whom?	<p>-----</p> <p>-----</p> <p>-----</p>			

13. Do you maintain records on internal movement and relocation of loan items?	YES/NO	
14. Are security personnel stationed at all entrances and exits to the building during open hours?	YES/NO	
14.1 If NO , please supply details.	----- -----	
15. Are the contents of bags, briefcases, etc. checked on entry and exit to areas where loan/travelling exhibition items are displayed or stored?	YES/NO	
16. Are exterior perimeter checks of the building carried out?	YES/NO	
16.1 If YES , by whom? And how often?	----- ----- -----	
17. Does your institution have a written emergency plan and disaster procedures?	YES/NO Please provide details or attach a copy of your emergency plan and disaster procedures	
17.1 If YES how frequently are staff trained regarding these procedures?	----- ----- -----	
18. What procedures are in place to prevent theft and vandalism? a. Are you agreeable with having devices fitted for security?	----- -----	

[C] **FIRE PROTECTION**

AWM use only

1. Is the entire building protected by a fire / smoke detection / alarm system?	YES/NO	
--	---------------	--

2. How is the fire / smoke detection / alarm system activated? (Mark appropriate categories with an X.)		Exhibition areas	Storage areas	
	<input type="checkbox"/> Self-activated heat detection			
	<input type="checkbox"/> Self-activated smoke detection			
	<input type="checkbox"/> Manual activation (E.g., break glass)			
	<input type="checkbox"/> Control panel			
	<input type="checkbox"/> Other (please specify)			
3. Who does the fire alarm system alert?	<input type="checkbox"/> In-house control station panel <input type="checkbox"/> In-house audible alarms <input type="checkbox"/> Local fire station direct <input type="checkbox"/> Central fire station <input type="checkbox"/> Other Please supply details ----- -----			
4. Please indicate the fire suppression system in operation	<input type="checkbox"/> Wet pipe in collection storage areas <input type="checkbox"/> Dry pipe in collection storage areas <input type="checkbox"/> Cross-zoned to the smoke/fire detection systems in the galleries <input type="checkbox"/> Other Please supply details ----- Please specify location, manufacturer, year installed <input type="checkbox"/> Fire hoses <input type="checkbox"/> Portable fire extinguishers <ul style="list-style-type: none"> <input type="checkbox"/> Pressurised water <input type="checkbox"/> Carbon dioxide <input type="checkbox"/> Dry chemical foam <input type="checkbox"/> Wet chemical <input type="checkbox"/> Other Please supply details -----			
5. How frequently are staff trained in the use of portable extinguishers?	----- ----- -----			
6. Is the closest responding fire station staffed on a 24-hour, 7-day basis?	YES/NO			
7. How long does it take the fire service to arrive at the building in response to an alarm?	----- ----- -----			
8. Please confirm that your fire detection and suppression systems are checked in accordance with Australian Standards?	YES/NO			
8.1. How often do you check the smoke/fire systems? Who carries out these checks?	<input type="checkbox"/> Quarterly <input type="checkbox"/> Biannually <input type="checkbox"/> Annually			

[E] **INSURANCE and INCIDENTS**

1. What company provides insurance for your institution?

AWM use only

Company name		
Address		
Contact person		
Telephone		
2. How long have you carried insurance with this company?		
3. Does your policy for loan and travelling exhibition items provide:	<input type="checkbox"/> All-risk museum coverage. Wall-to-wall (while on exhibit and in-transit), subject to the standard exclusions <input type="checkbox"/> Coverage against burglary and theft <input type="checkbox"/> Coverage against fire <input type="checkbox"/> Coverage against rising water and water damage <input type="checkbox"/> Coverage against natural disasters (i.e. earthquake)	
4. What are the deductible limits of coverage?		
5. Have there been any incidents of theft or damage to your collections or to loans over the last three years?	YES/NO	
5.1 If YES , please provide details and indicate precautions taken to prevent further incidents	----- ----- -----	

The undersigned is a legally authorised 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).

Signed: _____ **Name:** _____
Position: _____ **Date:** _____

Please Note: Any important changes to the security arrangements outlined above should be made known to the Australian War Memorial immediately.