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Facilities Report

New York City

Museum of Modern Art

Please attach a floor plan with measurements and a photograph of your museum indicating temporary gallery space, and photographs of your temporary exhibition space.

Name of Institution: MUSEUM OF MODERN ART

Mailing Address: 11 West 53rd Street

New York, NY 10019

Shipping Address: _____

Telephone: (212) 708-9400

Governing Authority (check the one most applicable)

Nonprofit museum

Art

Natural History/Science

History

General

Other _____

University

Museum or Gallery

Student Center/Union

Library

Department _____

Cultural organization

Library

Church/synagogue

Civic center or fair building

Historical society

Business

Bank

Shopping mall

Other _____

Other _____

Director: Richard E. Oldenburg

Person(s) in charge of temporary exhibitions: Richard L. Palmer, Coordinator of Exhibitions

1. Staff

Please provide the following names:

- A. Curator Please see enclosed Biennial Report
- B. Conservator " " " " "
- C. Registrar " " " " "
- D. Educator " " " " "
- E. Public Affairs Officer _____
- F. Preparator Harvey Tulcensky, Foreman
- G. Designer J. Neuner, Production Manager

2. Facilities

A. Display

Please provide length x width x ceiling height of your temporary gallery(s). Combined exh. space, 19,168 sq.ft. Ceiling height lower level, 14 ft., first floor 13 ft.

Do you have locked cases? How many? Cases are fabricated for each exhibition. Wall cases

- alarm cases: with glass are only accessible by the removal of the
- glass: glass with suction cups.
- plexi: _____

b Can you borrow or fabricate more? Yes

If plexiglas, how is plexiglas secured to base? Plexiglas secured to small pedestals with spanner security screws which are virtually tamper proof.

What is the thickness of the plexi? 1/4"

Are your galleries used exclusively for exhibition purposes? If not, describe. Yes

Are your galleries used for social functions? Yes, for opening of exhibitions.

If so, describe _____

Can you construct temporary floor-to-ceiling partitions? Floor-to-ceiling walls are constructed for each exhibition.

Do you have a modular floor-to-ceiling panel system? _____

Do you have another type of panel system? No.

If so, describe _____

B. Accessibility to the Handicapped

Is there an entrance to your building which is physically accessible to the handicapped? All

If so, describe _____

Is your temporary exhibition space physically accessible to the handicapped? All

3. Security

A. Personnel

Person in charge of security:

Name: Donald McLeod

Title: Director

How many guards do you employ?

Full-time 82

Part-time _____

How many are museum-trained? All

Do you assign a guard to each temporary exhibition gallery? Yes, minimum of 4 deployed.
Or do they rotate throughout the galleries? They do rotate, but still a minimum of 4 deployed.
Would you be willing to hire additional part-time guards for the duration of the temporary exhibition? Yes
How often do you make a "checklist" check of the objects in the temporary exhibition? Minimum of twice daily.
Are guards equipped with radios or walkie-talkies to communicate directly with security supervisors? Yes
Do you employ a night watchman? 4 guards on duty through the night, 2 are supervisors
Would you be willing to hire a night watchman for certain exhibitions? _____
Is a guard assigned during installation and de-installation? Yes
Can one be? _____

B. Protection

1. Fire

Does your facility have a fire detection system? See attachment.
What type? Heat Detection _____ Smoke Detection _____
Is the fire alarm system connected to your local fire department? _____
How long does it take the fire department to respond to an alarm? _____
What kind of extinguishers do you use? _____
Where are they located? _____
Are your personnel trained to use extinguishers? Yes
Do you have a sprinkler system? See attachment. What type? _____
In what areas? See attachment.
What is your fire rating? 1-B
Are your fire detection systems tested? Yes How often? Daily

2. Theft

Do you have a central station burglar alarm system in-house? See attachment.
What type of system?
 Circuit breaker Motion detection
 Electric ray Sound detection
 Ultra sonic TV monitor
 Other _____
Is your burglar alarm system connected directly to your local police department? No
In-house guard station? _____ Other? Supervisory console.
How long does it take the police to respond to an alarm? Within minutes.
Are your temporary exhibition areas locked and secure during closed hours? Yes
Are periodic checks made during closed hours? Yes, every hour.
Who has the keys to the outside doors of your building? Security supervisor on duty.

What emergency procedures do you have in case of theft or vandalism? Internal response system.

Are your employees familiar with these procedures? Yes.

Do you have sign-in/sign-out procedures for guards and after-hours personnel? Yes.

C. *Environmental Controls*

Do exterior doors open directly into your temporary gallery space? No How many? _____

Do you have windows in your galleries? Only one wall and often covered by temporary exhibition walls.

Do you have skylights? No

Do you use natural light in your galleries? No

If so, how do you control it? _____

What is the lighting: fluorescent incandescent filtered

What is the light level in foot candles in your galleries? Depends on works on display.

Can light level be varied within temporary exhibition space? Yes.

Are your light fixtures adjustable so that foot candles can be reduced to the required level (5-10-15 foot candles) for works on paper? Yes.

Briefly describe air conditioning or humidifying equipment: Central air conditioning with absorption refrigeration. Steam humidification.

At what level is humidity maintained? 50%.

summer? 48-54% winter? 50%

How often is the humidity checked? Every eight hours By whom? Engineer

What is the variation in the level of relative humidity in a 24-hour period? plus-minus 2%

What heating system and type of fuel do you use? Con-Edison steam.

Does your heating system include an air filtering device? Yes.

Are your galleries controlled by individual thermostats? Yes.

What temperature do you try to maintain? 72-74°

What is the degree of fluctuation in a 24-hour period? plus-minus 2°

Do you keep records of variations in temperature and humidity? Yes.

D. *Movement within Building*

Who supervises all handling and movement of objects for temporary exhibitions? Registrar

Who keeps a record of the movement of temporary exhibition materials? Registrar

Describe movement and handling of objects from receiving point to installation: Received at loading dock. Examined in shipping/receiving area. Stored in secure storage area until needed in gallery for installation.

4. **Storage and Workshops** (locate on floor plan)

Do you have a storage area? Yes Dimensions: 2,000 sq.ft.

Where is storage area located? Next to shipping/receiving area. See attachment.

Is it carpeted? Platforms are carpeted.

What is its relation to loading dock/receiving area? Loading dock on main floor. Shipping/receiving are in sub-cellar.

What is its relation to temporary exhibition area? Access to shipping/receiving/galleries and conservation by Registrar elevator.

Do you use carts for the movement of objects? Yes.

Is the environmental control the same in your storage area as in your galleries? Yes

Is the protection against fire and theft the same? Yes

Who has access/keys to this area? Only Registrar & security supervisor.

How is access controlled? See attachment.

Do you have a safe or vault? See attachment. Who has access? _____

Do you have a crate storage area? Yes, exh. cases. Dimensions 500 sq. ft.

Do you build crates, pack, and frame in-house? Cases made by fine arts packers, packed in house.
Works framed in museum frame shop.

5. Packing and Shipping (locate on floor plan)

Do you have a separate packing area? See attachment. Dimensions _____

Do you have a specialized shipping door or loading dock? Special loading dock.

Where is it in relation to receiving area? Main floor. Shipping/receiving in sub-cellar.

What are security arrangements in your loading area? Full time guard. Electronic contactd on door.

What are the dimensions of your loading door? 12' 6" high

Can a 45-foot van back up to it? No, street too narrow.

Is there access for a 45-foot van? No, truck cannot turn in street.

If you do not have a shipping door or loading dock, how do you receive shipments? _____

What are the maximum dimensions of crates you can handle? No problems up to this time with size.

Do you have a fork lift? We have pallet forks and lifts.

Do you have a freight elevator? Yes.

weight capacity 6 tons dimensions 12' h. x 17'10" w. x 11' 5" d.

Is there a delivery service in your area

For air transport? NA, many services. For ground transport? NA, many services.

Name of delivery service: Many services.

What are the maximum crate dimensions and weight allowed by local carriers? No problems with dimensions.

What is the nearest post office and zip code for express mail service? Throughout New York City.

By: Eloise Ricciardelli Signature and title Director

Feb. 3, 1986
date

Registrar Department

SITES is most grateful for your cooperation in completing this form. Please keep us informed of changes in your facilities

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3. Security

B. Protection

1. Fire
2. Theft

Fire Alarm System, etc. The Museum provides a comprehensive system of fire protection, security, and life safety programs. An early warning fire/smoke detections system, equipped with ionization detector heads and associated controls, is part of an intergrated fire/security system. Both systems, intrusion and fire, are multiplex systems and report to a Central Processing Unit through Data Gathering Panels. The systems are monitored in the Console Computer Center, which is manned 24 hours per day, seven days per week, by a Security Supervisor. In addition, automatic wet sprinkler systems, equipped with water flow alarm devices, are located in selected areas. Haylon fire extinguishers are positioned in gallery and storage areas as well.

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4. Storage and Workshops

The Museum shipping/receiving area consists of 4800 sq. ft. work area, with five tables available for examining works of art. A secure art storage area of 2000 sq. ft., used for storing of loans prior to mounting and installation, contains storage screens, carpeted tills for frames works, and wooden sculpture cabinets with locking glass doors.

The entrance to this work/storage area has a video monitor/buzz lock system and is completely alarmed and accessible only to staff responsible to the Registrar.

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