



NAVAL HISTORY AND HERITAGE COMMAND
CURATOR BRANCH
805 KIDDER BREESE STREET SE
WASHINGTON NAVY YARD, DC 20374-5060
(202) 433-7886 | (202) 433-2220 | curegistrar@navy.mil

FACILITIES REPORT FOR BORROWING COMMANDS

1. To the Prospective Borrower: Completing this report on your buildings / facilities, security and handling capabilities will help us assess the feasibility of the loan you are requesting.

a. If more than one building will house artifacts, a separate Facilities Report must be filed for each building.

b. Please attach a copy of your plans for your buildings, prospective display area, and other relevant information, as detailed below.

c. If you have an existing Facilities Report that includes the information requested below, that report can be submitted in lieu of the NHHC report.

2. Borrowing Institution Profile:

a. Name of Borrowing Institution: _____

b. Mailing Address: _____

c. Shipping Address: _____

d. Telephone Number: _____

f. E-mail Address: _____

g. Website: _____

h. Point of Contact:

Name: _____

Title: _____

Telephone number: _____

E-mail address: _____

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3. Loan Profile:

a. Purpose of loan :

b. Requested dates of loan:

From: _____ To: _____

c. List of objects to be borrowed (attach additional pages as necessary):

d. Describe the context and surroundings in which the borrowed objects will be displayed:

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4. Command Information:

c. Establishment documentation: Please attach a copy of the following documentation:
_Endorsement of Commanding Officer

d. Staff: Please provide information on your key staff:

POSITION	NAME	TELEPHONE NUMBER	E-MAIL ADDRESS
ARTIFACT(S) POC			
FACILITIES MANAGER			
SUPPLY OFFICER			

1. How will borrowed objects be transported to and from your installation (NHHC retains final approval on transportation arrangements.):

2. If transported by you, will the borrowed items be in weather tight, locked trucks properly secured and insured against damage in transit?

Y/N _____

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3. Describe how items are to be installed in the display area, including mounting techniques, materials, and type of display case (if proposed):

5. Facilities Information:

a. Provide a brief description of the overall facility:

1. Number of buildings: _____

2. Type of building to be used for display (Check as appropriate):

____ Type I - Fire resistive.

____ Type II - Non-combustible (including concrete / masonry, etc.).

____ Type III - Ordinary.

____ Type IV - Heavy timber.

____ Type V - Wood Frame.

Other. Please describe: _____

3. Square footage:

- Display area: _____

- Collections storage area: _____

c. Life safety / fire protection: Please describe the systems in your facility:

1. Sprinkler System? Y/N _____

If Yes, what type of piping is used Wet, Dry? _____

2. Fire extinguisher in exhibit areas? Y/N _____

3. Heat alarms? Y/N _____

4. Smoke alarms? Y/N _____

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5. Other detection/extinguishing system. Please specify: _____

d. Physical security:

1. Are you located on a military installation? Y/N _____

2. Describe your security where the artifacts will be exhibited including any alarms, secured entry, etc.

3. Do you have a disaster / emergency response plan? Y/N _____

- Date of latest revision: _____

- Frequency of staff training:

Quarterly: Y/N _____

Annually: Y/N _____

Other: _____

e. Environmental controls / systems:

1. Please indicate the type of environmental control system(s) in your facility:

Centralized 24-hour temperature control system: Y/N _____

Centralized 24-hour humidity control system: Y/N _____

Centralized 24-hour filtered air system: Y/N _____

Simple air conditioning (window units): Y/N _____

Simple heating: Y/N _____

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2. Describe the environmental conditions in your facility:

POSITION	TEMPERATURE (F)	%RELATIVE HUMIDITY if known
EXHIBITION AREAS	SPRING / SUMMER:	SPRING / SUMMER:
	FALL / WINTER:	FALL / WINTER:

f. Lighting:

1. What type of lighting do you utilize in exhibition areas:

Daylight: Y/N_____

Skylights: Y/N_____

Florescent: Y/N_____

Artifact Lighting: Y/N_____

7. Verification and Responsibility:

a. Report writer: The undersigned is a legally authorized agent for the subject Command and has completed this report.

Signature: _____

Typed or printed name: _____

Title/Rank: _____

Date: _____

b. Supervisor: I certify that the information provided in this report is true and to the best of my knowledge.

Signature: _____

Typed or printed name: _____

Title/Rank: _____

Date: _____

FACILITIES REPORT FOR BORROWING INSTITUTIONS

8. Please complete, sign and return this report by email or US mail to:

Associate Registrar for Loans
Naval History and Heritage Command
805 Kidder Breesse Street, SE
Washington Navy Yard, DC 20374-5060
ATTN: Curator Branch
curegistrar@navy.mil