



Bradford Police Museum Care and Conservation Plan

December 2023.

Revision Date January 2025

Bradford Police Museum Care and Conservation Plan

Introduction

This plan sets out the actions required to implement the Care and Conservation Policy. It should be read in conjunction with the Forward Plan and Emergency Plan and any other plans affecting the collection and the museum buildings.

The museum has access to support from Museum Development Yorkshire and the Collections Trust.

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1. Overview of current Collections Care and Conservation

The plan sets out how the museum currently undertakes Collection Care, Conservation and Plans for Improvement. Collection Care activities are carried out by Museum Curator and members of the Museum Curatorial team. In support of their work the museum will seek the support, advice and training from appropriately trained and experienced conservators.

Records of Collection Care activities will be kept in the museum number 1 store room together other documentation relating to museum collections. The museum retains records of every treatment carried out on objects, by in-house staff or external conservators. Records are added to an object's catalogue entry according to the procedures set out in the museum's Documentation Procedural Manual.

It is the museum curator's responsibility to ensure the measures relating to documentation of the condition of collections and any treatment carried out are in place, communicated and acted upon.

2. Collection Needs and Vulnerable Objects

The condition of the collection is recorded by the members of the curatorial team who check objects selected by.

1. An audit on a monthly basis of objects which are in our collection. Each month will see an audit 5% of the items on display and 5% of the objects in storage which will take place each month over a period of 2 years. After 2 years the process will repeat again. Priority will be given with the **least recent** acquisitions into our collection up to the most recent. We will be comparing the current condition of the objects with the images and notes taken during the last inspection. In this way any objects missing from our collection can be identified.
2. Additional checks on objects will be made when objects are put on display or returned to storage. We will be comparing the current condition of the objects with the images and notes taken during the last inspection. During this a team decision will be made on whether the objects being displayed need to be displayed for a limited time only and in a certain area to minimise risk of light or temperature damage. In addition any objects being taken off display need to be identified for preservation only – or if treatment and repairs are required prior to a future display. In some cases it may be decided an object is too fragile to be displayed.
3. Every three months we will check the condition of objects on display and in the storeroom which have been identified as particularly historically significant items in our collection. We have over 1500 items in our collection – of which 5% around 75 object will be provided with a regular audit in this way.

A copy of the form used is available at [Appendix A](#). Forms are kept in Storeroom 1 in our filing system for all paperwork.

Changes in the condition of any object are notified to the Curator for action.

Every object loaned from the collection has its condition checked and recorded when it leaves and when it returns to the museum. A copy of the form used is available at [Appendix B](#).

The museum is aware that the following objects and collections have particular needs or are vulnerable:

Object or Collection type	Need or Vulnerability	Required actions
Old Books on display in Charge Office Exhibition Room	Requires limited light against discolouration Requires protection against damp, temperature changes and pest control to prevent discolouration and damage.	Kept in dark room with limited natural light exposure at all times and a minimum indirect electrical lighting in room is infrequent. Where possible books kept behind glass and cabinet checked & cleaned to prevent dust build up. Temperature checks and general housekeeping tasks are recorded Damp Traps and Pest Traps are provided
Fragile Ceramics on display in Charge Office Exhibition Room	Requires limited light on object to prevent discolouration. Requires lack of movement in area and limited handling to prevent accidental damage to item.	Kept in dark room with limited natural light exposure at all times and a minimum indirect electrical lighting in room is infrequent. Visitors in area are limited to a small number at any one time. Visitors are kept at least 12 inches away from object. Visitors are unable to touch the object.
Wooden Objects on display in Charge Office Exhibition Room	Requires limited light against discolouration Requires protection against damp, temperature changes and pest control to prevent discolouration and damage.	Kept in dark room with limited natural light exposure at all times and a minimum indirect electrical lighting in room is infrequent. Where possible books kept behind glass and cabinet checked & cleaned to prevent dust build up. Temperature checks and general housekeeping tasks are recorded Damp Traps and Pest Traps are provided
Photographs and paper materials/publications (magazines, booklets, letters, newspaper clippings) in Collection	Requires limited light on object to prevent discolouration. Requires lack of movement in area and limited handling to prevent accidental damage to item.	Photographed and paper items in original form are not displayed regularly as a rule. They are copied once and the copy is displayed instead. This involves <ul style="list-style-type: none"> • scan to jpeg if photograph is under 50 years old, undamaged and unframed • a photograph of the original if over 50 years old or in some way fragile or damaged. Only in exceptional cases would an original photographic item (e.g. a daguerreotype or a poster be displayed) – and then for a limited period with limited exposure (behind glass in a climate controlled display cabinet and in room with infrequent direct light).

		When not displayed all photographs and publications are stored in a separate filing cabinet in acid free tissue paper – in a storeroom with temperature, lighting and pest control.
Uniforms and clothing	Requires limited light against discolouration Requires protection against damp, temperature changes and pest control to prevent discolouration and damage. Requires lack of movement in area and limited handling to prevent accidental damage to item.	Uniforms and other clothing is not displayed regularly if over 100 years old or if in a state of fragility. Uniforms and other clothing over 60 years old deemed capable of handling without further damage are from time to time displayed but only for short time (a maximum of 6 months) and behind glass in a climate controlled cabinet. Otherwise they are kept in store in a special wardrobe in a climate controlled environment with natural pest control (lavender, cedarwood). In many cases the Museum seeks to display perfect replicas of the Uniform rather than originals – the original being preserved for research. Uniforms and other clothing manufactured less than 60 years ago and in a good condition are to be displayed on a mannequin (not behind glass) but in an area with controlled lighting, pest and temperature checks. Any item of clothing requiring repair would be sent to a specialist before display and items are cleaned with specialist tools by trained members of the Curation Team.

3. Monitoring and Improving Environmental Conditions including Temperature, Relative Humidity (RH), Light and Dust

Temperature and relative humidity

The museum monitors and records the temperature and relative humidity (RH) in the storage and display areas.

The museum aims to maintain conditions which are as stable as possible, within the range 12 – 20°C and 45 – 60% RH.

Special conditions are required for the following parts of the collection:

- **Metal Objects** – Weapons such as knives or cutlasses, Police Whistles and Handcuffs form part of the collection and are on display and in the collection We also have an ARP Helmet, buttons and badges on display.

To prevent corrosion the metal objects are kept from moisture and salt in non-porous storage tins and at less than 65% humidity. When on display they are displayed away from direct electrical light in gallery in a sealed display case with a minimum of wood and paper based objects alongside which can give off harmful vapours. Charcoal cloth is used whilst on display.

- **Wood Objects** – We have painted and unpainted truncheons and a 1940s SOCO Kit on display. A great number of truncheons are also kept in store. We also have several items of furniture or stationery items that are over 70 years old displayed. A constant 20-21°C is maintained in the rooms our wooden items are displayed and the wooden items in our collection are kept in the warmest and driest areas of the storeroom. Humidity is kept at less than 70% to guard against infestations.
- **Clothing** – Uniforms, helmets and fabric badges on display and in the collection located in store rooms. These are kept in acid free tissue paper in storage and both in store and on display are kept out of direct sunlight with a temperature and humidity controlled environment.
- **Paper Objects & Books**– We have Posters, cards, memorandum, booklets, letters in the collection located in store rooms and in one or two cases on display. We have books in our collection that are on display (some behind glass and two that are not). The vast majority are kept in store. We keep these items at a stable level of humidity and temperature away from damp and direct light and heating in glass cases when on display or on shelves in acid free tissue paper when stored.
- **Photographic (Still) & Film** – All photographs are currently kept in store and only copies are displayed. The photographs are kept in acid free tissue paper and in drawers away from natural light. We have three films produced in the 1960s which are kept in film canisters and stored in the storeroom. All photographic and film items in the collection are kept in the coldest and driest environment.
- **Electronic items** – We have radios and a motor cycle on display. In addition a small number of radios (battery operated) are kept in the storeroom. They are in a cool dry area out of direct sunlight.

If the conditions fall outside the desired range, the cause is investigated, and action taken to improve conditions.

The current system for temperature readings is to use our mini light and temperature metre both in the cell area in the gallery and cell areas where items are exhibited. Readings are taken at 24 different points weekly and recorded on a recording sheet which is updated and saved as an electronic document. Readings are recorded in a sample recording sheet is available at [Appendix C](#)

The readings are examined by our Volunteer Curator and reported to our Museum Director periodically. All readings are filed online and kept for 5 years. The devices are checked by our Volunteer Curator at 3 month intervals.

The museum uses fans and heaters to lower or increase temperature in rooms. Whilst we cannot directly adjust the temperature at all times we work with the building facilities team in the City Hall our Museum is located to seek to control the temperature of rooms. We use Damp Traps and a Dehumidifier for the one part of our Museum – one of the three storerooms which is currently prone to damp. Silica gel is used in the Exhibition Cabinets and with the books in storage.

Objects which require extremely dry environments are kept in well-sealed display cases or acrylic, polythene or similar inert material boxes with a sufficient quantity of silica gel. Objects which require a strictly controlled RH are kept in similar containers with a sufficient

quantity of conditioned silica gel. The silica gel is checked by our Volunteer Curator every 3 months and replaced with dried or conditioned silica gel when necessary.

The equipment which controls the environment is checked by all Volunteers before Museum opens for the day to visitors and when it closes to visitors, It is the responsibility of all Volunteers to check that the equipment put into place by Management and the Curation Team is maintaining the correct environment for the collection. The reporting of faulty equipment, failure to replace or the suggestion for new equipment is the responsibility of all Volunteers.

Light

No objects are exposed to direct sunlight. Objects are protected from unnecessary exposure to light, e.g. when the museum is closed. Storage areas are kept dark when not in use.

Ultra violet light is excluded as much as possible. All windows are either blocked off or we are working to have our windows fitted with UV filter film with the cooperation of Bradford Council who own the building our Museum is located in. In the Museum we use LED bulbs.

Visible light levels are checked using the museum's light meter whenever the lighting is changed (lights are moved or new bulbs fitted). This is the responsibility of the Volunteer Curator or Curator the results are recorded in log which is updated weekly and which will be kept in the museum number 1 store room. An example of the record sheet is available in [Appendix E](#)

Light-sensitive material is not left on permanent display and anything at risk is relocated. The museum aims to keep light exposure for very light-sensitive material to below 150,000 lux-hours per year and for less sensitive material to below 300,000 lux-hours per year. The museum will remove objects from display if light exposure is deemed to be too high.

It is our plan to put Light dosimeter cards next to the following objects painting to be examined at the end of each season by for changes. Any changes are recorded on the objects' catalogue entries can then be notified to the appropriate authority so that action can be taken.

Dust

Objects are not left exposed to dust if possible. They are protected by being kept in boxes or display cases or covered with cotton covers or acid-free tissue paper. If objects need to be protected with polythene sheet or bubble wrap, they are first covered with acid-free tissue paper. Covered objects and objects in boxes are clearly marked to identify the object inside.

Dust levels in the museum are controlled by

- Good housekeeping
- Keeping external doors and windows closed whenever possible.
- Using mats to trap dust from shoes at entrances.
- Keeping the approach to the museum clean
- Sealing off areas where building work is taking place

It is the Volunteer Curators responsibility to ensure the measures relating to monitoring and improving the environment are in place, communicated and acted upon.

4. Managing the Threat from Pests

Quarantine

Any object coming into the museum (even returning objects which have been on loan) will be kept separate from the collection until it has been fully examined by a member of staff.

Objects which have to be stored in the museum awaiting examination will be kept away from the collection or isolated by placing them in a polythene box on a pad of acid-free tissue or wrapping them in polythene sheet, lined with acid-free tissue. They will be examined as quickly as possible, especially as there is a risk of damage if they are damp.

Monitoring

Sticky traps are placed in the storage and display areas, along the floors, near doorways and windows, on window sills and occasionally on shelves, to monitor insect activity especially in dark, quiet areas. Hanging sticky traps or special wall-mounted traps are also used if any moths are seen.

The traps are checked monthly between February – June and then every two months for the rest of the year (e.g. February, March, April, May, June, August, October, December)

A sketch plan is made of each room, showing the location of the traps. The traps are numbered. Each trap is examined by the Volunteer Curator or one of the Curation Team designated by the Volunteer Curator in a good light using a magnifying lens and the results recorded in Storeroom 1. An example of the record sheet is available in [Appendix D](#).

If pests are found which are potentially harmful to the collection or building, a conservator is asked for advice which is then acted upon.

Prevention

All staff are trained to be aware of the risk of pests and know how to report any observed pests or suspected pest damage. Areas where vulnerable parts of the collection are kept are identified and labelled so that staff are aware to take extra care in these areas.

Impermeable gloves are worn when handling objects to reduce the possibility of mould growth and pest attack.

No food or drink is kept in any area where the collections is stored or displayed. Waste bins are emptied daily. Good housekeeping keeps the museum clean, reducing the risk of infestation by pests.

Windows and doors are kept shut whenever possible. Open windows are protected with mesh screens to prevent insects flying in. All vents in the walls are protected with mesh screens.

Areas which are full of boxes and objects are deep cleaned every year. All boxes and objects are removed from shelving, the shelving and walls wiped clean with microfibre cloths and then the objects are replaced.

Good ventilation is important for preventing mould and pest infestation. Storage areas are opened up regularly and fans used to encourage air flow when necessary. Objects are stored in a way to allow air movement around them. Boxes are kept at least 100mm (4 inches) away from walls. Objects are not left on the floor or stacked against external walls. Any mouldy or pest infested packing material is thrown out promptly. Any information on it is recorded first.

It is the Volunteer Curators responsibility to ensure the measures relating to pests are in place, communicated and acted upon.

5. Housekeeping

No polishes, cleaning agents or sprays are used in the museum without the advice of a conservator.

Synthetic (not feather) dusters are used on walls, lights and ceilings (not objects). Microfibre cloths (dry or dampened with clean water), brushes and vacuum cleaners are used for cleaning the building.

Housekeeping does not include cleaning objects on open display.

Storage areas

- Floors are cleaned by Volunteers every week working on a Rota
- Shelves, worksurfaces and ledges are wiped down with microfibre cloths by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- Rubbish bins are emptied daily by anyone using the building.
- Windows are cleaned internally with microfibre cloths by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- Walls are wiped down by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- The areas are deep-cleaned by the entire Team of Volunteers twice a year – December and June.

Display areas

- Floors are cleaned by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- Cases are wiped with microfibre cloths by [by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- Shelves, worksurfaces and ledges are wiped down with microfibre cloths by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- Rubbish bins are emptied daily by all Volunteers
- Windows are cleaned internally with microfibre cloths by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- Walls are wiped down by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House.
- The areas are deep-cleaned by a professional cleaning team once a year.

Other areas

- Floors are cleaned by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House
- Shelves, worksurfaces and ledges are wiped down with microfibre cloths by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House
- Rubbish bins are emptied daily by all Volunteers.
- Windows are cleaned internally with microfibre cloths by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House

- Walls are wiped down by by the Curation Team Volunteers every Wednesday or on alternative day in the week by another Volunteer working Front of House
- The areas are deep-cleaned by a professional cleaning team once a year.

It is the responsibility of the Museum Director to ensure the measures relating to housekeeping are in place, communicated and acted upon.

6. Conservation Cleaning of Objects on open display (or in open storage)

Wherever possible, objects are displayed in secure, suitable cases and stored in appropriate boxes. Where this is not possible, objects on open display or in storage are carefully monitored and recorded and appropriate action taken when damage or dirt is observed. Objects are not cleaned regularly, only when they require it, to prevent unnecessary abrasion and damage to the surface.

Delicate objects including our Vehicles, Paintings and 19th Century Uniform items should only be cleaned by an appropriate professional or a highly qualified member of our Team.

More robust surfaces may be cleaned using the brush vacuum method:

- Examine the object carefully and make sure that it is safe to clean
- Choose a suitable soft brush and make sure the metal ferrule is covered with masking or electrical tape.
- Cover the crevice nozzle of a vacuum cleaner with a piece of soft net or tights, held in place with a rubber band.
- Taking care not to touch the object with the vacuum cleaner hose or other apparatus, gently brush the loose dust off the object into the nozzle of the vacuum. Do not touch the object with the nozzle.
- Examine the object again, record your treatment of it and any observations.

It is the Volunteer Curators responsibility to ensure the measures relating to conservation cleaning of objects on open display are in place, communicated and acted upon.

7. Documentation of the Condition of the Collection and of any treatments carried out on Objects

The museum keeps records of all condition checks carried out on objects and of any treatments carried out on objects in Storeroom 1. Any conservator carrying out treatments on objects from the collection is required to supply copies of the treatment records in a format suitable for the museum's recording system. The details of the condition checks carried out on the collection are set out in Sections 2 and 12 of this Plan.

8. Storage Materials and Methods

The museum is aware that all objects should be protected in inert packaging materials in a way which protects the object from chemical or physical damage.

The museum replaces any inappropriate boxes and packing materials with more appropriate materials such as acid-free tissue paper or spider tissue, Tyvek fabric, polythene foam or polyester wadding covered with scoured cotton calico, and boxes made from acid-free card, polythene, inert styrene or polypropylene as detailed in *Signposts Factsheet No 2 Materials for Storage and Display* (downloaded from the Collections Trust website). Please see Forward Plan for details of the conservation budget each year for repacking.

Objects which are too large to be boxed are covered with acid-free tissue or Tyvek fabric. No object is stored on the floor. Very large objects are stored on padded chocks or a pallet. Smaller objects are stored on shelves which are lined with Jiffy polythene foam or acid-free tissue.

It is the Volunteer Curators responsibility to ensure the measures relating to storage materials and methods are in place, communicated and acted upon.

9. Display Materials and Methods

The museum uses secure display cases whenever possible. The Museum has display cases which provide minimum protection, but it is one of our plans for improvement to get improved display cases and to mount items in a way that provides utmost support to the object – currently all items are laid flat or against a foam support.

Objects on open display are checked by Volunteer Curator every three months and their condition recorded in the Storeroom 1 files. Objects on open display are secured using the least damaging method possible.

It is the Volunteer Curators. responsibility to ensure the measures relating to display materials and methods are in place, communicated and acted upon.

10. Handling Methods

Only trained people are allowed to handle objects from the collection.

The museum has written Guidelines for handling objects which all staff (paid and volunteer) and visitors must agree to follow before being allowed to handle objects.

The handling of some objects may be restricted owing to the presence of hazards or principles of cultural sensitivity.

For the safety of both objects and people, impermeable gloves are worn by everyone handling accessioned objects.

It is the Volunteer Curators responsibility to ensure the measures relating to display materials and methods are in place, communicated and acted upon.

11. Transport Methods

Objects are carried between rooms and buildings in suitably padded containers or trolleys.

Always travel with sufficient documentation.

Never leave objects unattended in vehicles.

Changes of location longer than part of a day are recorded in writing at the end of each working day, according to the procedures set out in the museum's Documentation Procedural Manual.

It is the Volunteer Curators responsibility to ensure the measures relating to transport methods are in place, communicated and acted upon.

12. Loans in

The museum treats all incoming loans according to the requirements set out in the loan agreement between it and the lending body.

The museum will notify the lending body if there is any change in its circumstances which mean that it can no longer meet the requirements set out in this agreement.

If the lending body does not supply a Condition Check Form for each object, the museum will use its own Condition Check Forms as at [Appendix A](#)

It is the Volunteer Curators responsibility to ensure the measures relating to loans in are in place, communicated and acted upon.

13. Loans out

All requests for loans from the collection will be assessed individually before a decision is reached. The condition of the objects, the location, environment and security of the venue, transport and personnel involved will all be reviewed.

Every borrower will be asked to fill out a Facilities Report using the template available from the *UK Registrars Group* or the museum's equivalent.

For particularly valuable objects, additional information regarding display cases and security may be requested using the supplementary templates available from the *UK Registrars Group* or the museum's equivalent.

Security, environmental, handling and conservation conditions are stipulated by the museum and agreed with the borrower as part of the loan agreement.

If agreed, the condition of the object to be loaned will be recorded using the Condition Check form available at [Appendix B](#), and with photographs showing all parts of the object and with existing damage clearly marked. This form is part of the loan agreement and a copy will accompany the object when it leaves the building.

Every object is checked against the original condition report when it is returned to the museum. The loan details and the outcome of the check are recorded on the object's catalogue entry according to the museum's Documentation Procedural Manual.

It is the Volunteer Curators responsibility to ensure the measures relating to loans out are in place, communicated and acted upon.

14. Workforce Training

It is the museum's policy that only people who have received appropriate training should handle or work with objects from the collections. Currently the Curation Team consists of Volunteers who have all been given training in the basics of collection care and record keeping by more established members of the Team. All Volunteers have access to clear guidance materials and some will be provided with further training by external training providers dependent on the tasks they are required to undertake.

15. Plans for Improvement

We plan to recruit more Volunteers to join our Curation Team and to provide training for them in-house and externally. It has been difficult due to fluctuating Volunteer numbers to properly establish a continuous process and procedures system. This is part of the Museum Collection Documentation Plans – to have all Volunteers working with an understanding of Spectrum and Benchmarks of Care.

Working on keeping our Inventory up to date is another work in progress.

We will be looking to replace our older cabinets with newer improved cabinets and our original Uniforms with Replicas.

Working with others we will seek to improve the maintenance of the building itself – particularly as regards windows and housekeeping.

16. Appendices

- A Object inspection form
- B Loan Form
- C Temperature and Humidity Records.
- D Pest Control Records
- E Light Metre Readings

THE BRADFORD POLICE MUSEUM: OBJECT INSPECTION FORM

General Inspection?		Pre/Post Exhibition Inspection?		Historical List Inspection?	
OBJECT TITLE					
OBJECT NUMBER/ ENTRY NUMBER					
DATE OBJECT ASSESSED					
OBJECT ASSESSED BY					
REASON FOR ASSESMENT OF OBJECT'S CONDITION					
METHOD OF ASSESMENT OF OBJECT					
OBJECT WAS ASSESSED FOR FOLLOWING (e.g. light damage)					
OBJECT WAS NOT ASSESSED FOR FOLLOWING (e.g. corrosion)					
CONDITION REMARKS AFTER ASSESMENT					
OBJECT COMPLETE?					
DATE OF LAST ASSESMENT					
REMARKS ON CONDITION OF ITEM SINCE LAST ASSESMENT					
REMARKS ON CURRENT ENVIROMENT AND DISPLAY WHICH MAY BE HARMFUL TO OBJECT AND DETRIMENTAL TO CONDITION					

SUGGESTED CONSERVATION OR CHANGES IN ENVIROMENT AND DISPLAY TO PRESERVE OBJECT		
PLANNED/SUGGESTED DATE FOR NEXT ASSESMENT OF OBJECT		
Images of the Object taken during assessment can be found in the following location:		

B

THE BRADFORD POLICE MUSEUM: OBJECT INSPECTION FORM PRIOR TO LOAN

OBJECT TITLE			
OBJECT NUMBER/ ENTRY NUMBER			
DATE OBJECT ASSESSED			
OBJECT ASSESSED BY			
METHOD OF ASSESSMENT OF OBJECT			
OBJECT WAS ASSESSED FOR FOLLOWING (e.g. light damage)			
OBJECT WAS NOT ASSESSED FOR FOLLOWING (e.g. corrosion)			
CONDITION REMARKS AFTER ASSESSMENT			
OBJECT COMPLETE?			
DATE OF LOAN			
PERIOD OF LOAN			
LOCATION OF ITEM (Museum)			
CONTACT DETAILS FOR PERSON RESPONSIBLE DURING LOAN			
PLANNED/SUGGESTED DATE FOR NEXT ASSESSMENT OF OBJECT			
Images of the Object taken during assessment can be found in the following location:			

THE BRADFORD POLICE MUSEUM: TEMPERATURE AND HUMIDITY RECORD (Locations 1-12)

DATE		RECORDERS (Maximum of 2 People)			
	Humidity Reading	Temperature Reading	Time	Notes on Humidity & Temperatures (Too Low, Ambient, Too High, Result of Broken Window etc)	Actions
1. Storeroom 1 North					
2. Storeroom 1 South (Door)					
3. Gallery Door					
4. War Exhibition Cabinet (Inside)					
5. Fingerprint Exhibition Cabinet (Inside)					
6. Truncheon Exhibition Cabinet (Outside)					
7. Mannequin					
8. Police Motorcycle.					

9. Gallery Windows					
10. Swaine Street Painting					
11. Gallery/Cell Door					
12. Cell Hallway Bench					

**THE BRADFORD POLICE MUSEUM: TEMPERATURE AND HUMIDITY
RECORD (Locations 13-24)**

DATE		RECORDERS (Maximum of 2 People)			
	Humidity Reading	Temperature Reading	Time	Notes on Humidity & Temperatures (Too Low, Ambient, Too High, Result of Broken Window etc)	Actions
13. Charge Desk					
14. Restraining Chair					
15. Storeroom 2/Surgeons Room					
16. Storeroom 3 (Doorway)					
17. Storeroom 3 (Window)					

18. Storeroom 3 (Wall opposite Window)					
19. Storeroom 3 (Clothing Area)					
20. Charge Office (Doorway)					
21. Charge Office (Window)					
22. Chage Office Books & Typewriter					
23. Matron Uniform					
24. Drunk Cell					

THE BRADFORD POLICE MUSEUM: PEST CONTROL RECORD

MONTH			RECORDERS (Maximum of 2 People)				
	Gallery	Storeroom 1	Storeroom 2	Storeroom 3	Charge Desk	Charge Office & Cells	
Week 1: Pest Free? (Y/N)							
Week 1: Pest Identified.							
Week 1: Action Taken							
Week 2: Pest Free? (Y/N)							
Week 2: Pest Identified.							
Week 2: Action Taken							
Week 3: Pest Free? (Y/N)							
Week 3: Pest Identified.							
Week 3: Action Taken							

Week 4: Pest Free? (Y/N)						
Week 4: Pest Identified.						
Week 4: Action Taken						

THE BRADFORD POLICE MUSEUM: LUX RECORD (Locations 1-12)

DATE		RECORDERS (Maximum of 2 People)			
	LUX Reading	Environment Conditions (Sunny Day, Lights on for several hours)	Time	Notes on LUX (Too Low, Ambient, Too High, Result of Broken Window etc)	Actions
1. Storeroom 1 North					
2. Storeroom 1 South (Door)					
3. Gallery Door					
4. War Exhibition Cabinet (Inside)					
5. Fingerprint Exhibition Cabinet (Inside)					
6. Truncheon Exhibition Cabinet (Outside)					
7. Mannequin					
8. Police Motorcycle.					

9. Gallery Windows					
10. Swaine Street Painting					
11. Gallery/Cell Door					
12. Cell Hallway Bench					

THE BRADFORD POLICE MUSEUM: LUX RECORD (Locations 13-24)

DATE	LUX Reading	Environment Conditions (Sunny Day, Lights on for several hours)	Time	Notes on LUX (Too Low, Ambient, Too High, Result of Broken Window etc)	Actions
13. Charge Desk					
14. Restraining Chair					
15. Storeroom 2/Surgeons Room					
16. Storeroom 3 (Doorway)					
17. Storeroom 3 (Window)					
18. Storeroom 3 (Wall opposite Window)					

19. Storeroom 3 (Clothing Area)					
20. Charge Office (Doorway)					
21. Charge Office (Window)					
22. Charge Office Books & Typewriter					
23. Matron Uniform					
24. Drunk Cell					

