

APPENDIX II

Museums Services Maintenance & Care plan

Museum	Store	Action & Frequency	By whom
Service & Maintenance			
Inspection visits	Inspection visits	Regular inspections of buildings & content. Advice being sought from the councils insurers regarding frequencies.	A monthly inspection by Property Services 3 monthly inspection of collection visits by High Life Highland Conservation Service, Museum Curator
Emergency Call out	Emergency Call out	If & when required	Head of Economic Growth & Development
Intruder Alarm	Intruder Alarm	Quarterly	Service Contractor, organised by Property Services
Fire Alarm & Emergency lighting	Fire Alarm & Emergency lighting	Quarterly	Service Contractor, organised by Property Services
Firefighting Equipment	Firefighting Equipment	Annually	Service Contractor, organised by Property Services
Servicing the heating system	Servicing the heating system	Part of inspection visits	Service Contractor, organised by Property Services
Temperature & Humidity checks	Temperature & Humidity checks	Present temperature & humidity measures to be replaced with remotely controlled ones for 24/7/365 days reports & alerts to designated individuals. Checked via regular site visits as part of inspections	Property Services, to be finalised
Cleaning the rainwater goods	Cleaning the rainwater goods	Annual	Service Contractor, organised by Property Services
Fixed Electrical test	Fixed Electrical test	Every 5 years	Service Contractor, organised by Property Services

Identified repair works to roof & stone over the next 3 years		Part of inspection visits	Property Services
Drainage & shut down of water	Drainage & shut down of water	To reduce risks & to be completed by end of March	Property Services
Cease Lift servicing		To be completed by end of March	Property Services to remove from contractors list
Collection Care			
Monitoring of collection	Monitoring of collection	Museums Curator to check that the collection remains safe on a three monthly basis & provide reports / advice	Appointment via Conservation Register
	Bronze	Change of silica gel sachets	HLH Museum's Curator
Pest checks	Pest checks	Part of any reports & advice	HLH Museum's Curator
	Fire Arms Certificate	Transferred to Head of Economic Growth & Development	Head of Economic Growth & Development