

## **MUSEUM LONDON**

### **BOARD POLICY**

#### ***PHYSICAL PLANT***

##### **Preamble**

Museum London, with its buildings and grounds, is committed to providing a safe and functional environment for users, staff, the collection and associated activities.

##### **Policy**

Museum London will ensure that the design and layout of the Museum's buildings and grounds:

- Accommodate the physical and functional needs of its users, staff, collections and activities.
- Are appropriate to the Museum's statement of purpose, and to its community role and image.

Museum London will meet its obligation to federal, provincial and municipal requirements that apply to the physical safety of staff, visitors and property. The Museum will ensure that each of its buildings meets environmental norms appropriate to its functions.

The Museum ensures the security of its users, staff, and collections by:

- Developing written procedures to respond to hazards, emergencies and disasters.
- Training staff and volunteers to implement emergency and disaster response procedures.
- Establishing a system of periodic testing and assessment of the effectiveness of emergency procedures.
- Ensuring that any preventive or security systems installed are assessed for their potential impact on collections and the Museum's character and functions.

Museum London has a written maintenance manual that sets out how it will:

- Conduct regularly scheduled inspections and maintenance of buildings and grounds.
- Set priorities and schedules for ongoing repairs and capital upgrades.
- Ensure that health and safety codes are met in the maintenance and repair of the physical plant.
- Conduct daily, weekly and monthly housekeeping routines.

The Museum strives to be environmentally responsible in its use of energy and materials, including the handling, storage and disposal of hazardous materials.

The use, maintenance, repair and modification of Museum London will maintain its architectural and historical integrity and conservation standards and procedures will be followed.

**Last Revised Date:** 25 May 2016

**MONITORING:**

**Adherence**

The Executive Director will report to the Board on any areas of non-adherence within a timely manner.

**Policy Review**

*Method:* Internal Report

*Responsibility:* Policy Committee

*Minimum Frequency:* Five Years