

**ADAM ART GALLERY TE PĀTAKA TOI
FACILITIES REPORT**

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Floor plan with windows, access points and environmental controls indicated

1. BUILDING INFORMATION

1.1 SITE

The Adam Art Gallery is a purpose built gallery space, designed by Ian Athfield and completed in 1999. Road access to the Gallery is via Gate 3, Kelburn Parade, Victoria University of Wellington. The exhibition and receiving/storage areas occupy the entire building.

Primary materials are:

- Exterior walls: Pre-weathered zinc, Hardies Sheet, painted mild steel, tray roofing
- Interior walls: Gib board/MDF, existing textured plaster, natural precast concrete
- Floors: Victorian Ash, rubber compound
- Ceilings: Painted Gib/plasterboard, exposed steel/flooring to soffits, painted existing concrete
- Structural supports: existing textured plaster on concrete columns

The building is a no smoking zone. The entrance allows disabled access.

Public access and opening hours are Tuesday to Sunday 11am to 5pm.

The Gallery reception desk is staffed and equipped with a telephone, CCTV monitor and computer.

1.1.1 EXHIBITION AREAS

The exhibition areas comprise 7 discrete spaces (refer gallery plans) linked by stairs and a lift. They are:

- Congreve Foyer
- Sculpture Gallery
- Upper Chartwell Gallery
- Kirk Gallery
- Middle Level Landing and Viewing Station
- Lower Landing Gallery
- Lower Chartwell Gallery

Total exhibition area is 350 square metres.

Floors are concrete or timber framed/particleboard or steel framed with Victorian Ash or rubber compound surfaces.

Floors and stairs have non-slip coverings, and are load bearing to 3 kPa (0.3tonne /m²).

Ceilings are load bearing.

Walls are 12mm particle board, overlaid with 9mm Gib plasterboard to various thicknesses.

Walls are load bearing to 30 kg pointload. Modular walls are used from time to time. One that is currently installed is marked on the floor plans attached. These are made by staff to suitable display standards.

Air control outlet registers are in the floor of the main exhibition areas, directed away from walls. In other spaces the registers are located in the ceilings.

Windows are indicated on the gallery plan. Windows do not open and are physically secured by bolts. The majority of these are fitted with blinds.

The public entrance is secured by magnetic locking devices, monitored and alarmed after hours. Glass wall panels on the façade are reinforced and secured by a welded steel structure and alarmed with infra red and audio detection. A false wall covers pre-existing windows in the Kirk exhibition area on Level 2. An emergency door allows exit (not entry) on Level 2 and operates on magnetic locking and security.

All plant is located outside the exhibition areas. For the Chartwell Galleries, plant is located beneath the Lower Chartwell level of the gallery. There is no plumbing in exhibition areas.

Lift and stair access allows transit between floors and lift access directly onto receiving/storage area.

USE OF EXHIBITION AREA: The exhibition areas are used only for Adam Art Gallery exhibition events or agreed University functions under the supervision of Gallery staff. Eating, drinking in the exhibition areas is monitored or prohibited depending on the nature of the exhibition. Smoking is prohibited in all areas. There is no public access to exhibition areas during unpacking, mounting, installation, demounting and repacking of exhibitions.

1.1.2 RECEIVING/STORAGE AREA

The receiving/storage area operates as reception area for loaned objects, storage facility and crate holding area (refer gallery plan).

The area has full environment and humidity control, security, fire protection and pest and pollution controls (see below).

Eating, drinking and smoking are prohibited in storage and work areas.

Access to the storage area is restricted and controlled by magnetic security locking system to Gallery staff and security personnel. Some plant is located within an enclosure to the west side of the working area.

RECEIVING AREA: Works and goods are received via the front entrance doors on Level 3, which allows for truck access. Details of this area are as follows:

- Dimensions of opening: Height: 2.17 metres. Width: 1.35 metres.
- Ramp length: 8 metres
- Receiving area does not have a forklift, hydraulic lift or crane.
- Maximum size of crate for access, Height 2.15m. Width 1.30m

- Weight: 3 kpa (0.3 tonne/m²).
- The front windows of the Sculpture Gallery are designed to be removable. This would increase access to the gallery as follows: Height 5m. Width 3.4m. Raised height from ground: 750 mm. However this access would only be used in exceptional circumstances as removing windows is expensive and difficult.

Crates are received directly into the exhibition area on Level 3.

The lift is available for movement to the secure receiving/storage area or exhibition spaces on other levels. Details of the lift are as follows:

- Interior dimensions of lift: Height: 3.2m Width: 2.1m Depth: 2.0m
- Load capacity: 1768 kgs or 26 persons.
- Lift door clearance: Levels 2 & 3: 2.4 x 1.4m; Levels 0 & 1: 1.9 x 1.4m

Objects to be prepared for exhibition are unpacked in the receiving/storage area. Unpacking and repacking may also occur in exhibition galleries. Prior to exhibition loaned objects are stored in the receiving/storage area.

After settling, crates are moved into exhibition spaces for unpacking and preparation of works for display. Crates are stored in the receiving/storage area.

Museum trained staff are employed for specialist packing and unpacking of objects and specialist conservators are used where required for condition reporting.

1.2 ENVIRONMENT CONTROLS

SPECIFICATIONS OF ENVIRONMENTAL CONTROL SYSTEM:
(*Air conditioning and humidification vents marked on plan*)

1.2.1 TEMPERATURE in exhibition and storage areas

Centralised 24-hour temperature (and relative humidity) control system operates continuously and is automatically controlled from three independent systems:

- Chartwell Galleries – serves gallery and public areas
- Kirk Gallery
- Receiving/Storage Area

The systems are independent of university primary heating and cooling systems. They are integrated into the campus building management system, a Landis & Gyr System 600. The system monitors conditions and plant performance (a logging facility allows any individually controlled parameter to be monitored and logged), is alarmed for conditions outside defined parameters or component failure and allows remote adjustment and override of individual plant status.

Should the environment go outside specified tolerances, or should any significant plant component fail, alarms are generated to summon remedial assistance. Plants have redundancy planning, so that should a single plant fail, the remaining plants can handle the gallery loads within specified conditions. The system is connected to a stand-by

diesel driven generator in case of electricity loss. Should the generator become overloaded, orderly plant shedding will occur so as to maintain environmental conditions as far as possible.

Air conditioners are split system, direct refrigeration. In the Chartwell Galleries, heating is provided by a combination of reverse cycle heating and direct electric heating.

In the Kirk Gallery and receiving/storage area, electric coils are provided in the air conditioners, controlled by individual modulating current valves.

This system is monitored and recorded 24 hours and physically attended between 8.30am – 6.00pm.

The building envelope is thermally insulated. The north wall of the Chartwell Galleries acts as a supply and return air duct to absorb solar and thermal loads within the air.

Exhibition areas and storage areas are individually thermostatically controlled.

Temperature is set point adjustable and is maintained at 20 degrees Celsius, within the range 18 degrees Celsius – 22 degrees Celsius. Allowable deviation +/- 1.5 degrees Celsius within system. Maximum rate of change of temperature is 1 degree Celsius per 24-hour period.

Temperature detectors are located to be representative of art work conditions.

Temperature can be adjusted and is not subject to seasonal fluctuations.

A graphic record of temperature is maintained by the computerised system and monitored by VUW Facilities Management

1.2.2 RELATIVE HUMIDITY in exhibition and storage areas

There is a centralised 24-hour humidity (and temperature) control system in exhibition and receiving/storage areas. Each of the three environmental systems has a boiling water humidifier. The temperature and humidity systems operate together in each area to achieve the required gallery conditions. The same plant specifications apply as for temperature controls, that is, the system automatically logs and monitors parameters, is alarmed for events outside set parameters and can be remotely adjusted or overridden as required.

The system is located in the plant room at the base of the building and integrated in the W & S building management system, a Landis and Staefa System 600. The system has a back up generator in case of electricity loss. This is monitored and recorded 24 hours and physically staffed 8.30am – 6.00pm.

Exhibition areas and storage areas are individually controlled.

Relative humidity set point is adjustable within the range 45% - 60% RH

Allowable deviation from set point is +/- 3%.

Maximum rate of change of relative humidity is 1%RH per 24 hour period.

Relative humidity is maintained at 50 per cent, plus or minus five per cent (range 45-55%), all year. Humidity controls can be adjusted and humidity readings are not subject to seasonal fluctuations. System parameters are:

- summer design condition: 24 degree Celsius Dry Bulb, 19.5 degree Celsius Wet Bulb
- winter design condition 3 degree Celsius Dry Bulb

Humidity detectors are located to be representative of art work conditions.

A graphic record of relative humidity is maintained by computerised system and monitored by VUW Facilities Management. The system is controlled and located from the plant in the Adam Art Gallery.

Fresh air supply is 10 litres/second per person.

Air circulation rate: 12 air changes per hour maximum to all galleries and storage area.

Watercourses are outside the building envelope.

1.3 LIGHTING

Areas where daylight enters the exhibition area are marked on the floorplans.

In the Upper Chartwell Gallery, natural light enters through a strip window along the roofline across one wall on Level 3 and at one end extends in a strip 30cm wide to the floor on Level 1.

The light can be controlled within museological levels.

All windows have been treated with film to filter ultraviolet. Most also have adjustable blinds.

The exhibition lighting system comprises incandescent halogen spots and halogen wall lights.

Light levels are set at:

- Works on paper, photographs, parchment, textiles, parchment, plastic, furniture and dyed leather: max 50 lux max 30 microwatts per lumen
- Paintings: 150 – 200 lux max 75 microwatts per lumen
- Ceramics, stone, glass max 300 lux
- or as agreed with lender

Light levels are monitored by light/lux metre and are adjustable by dimmer. The exhibition areas have separate light tracks set back from walls and dimmer controls with a range 0 – 100 %.

Display cabinets do not use interior lighting unless agreed with lender.

Exhibition lighting, with adjustment is used for ambient lighting. Lighting is fluorescent in work and storage areas. There is emergency lighting in exhibition areas and exit ways.

Electricity outlets are located in floor and walls.

1.4 PEST AND POLLUTION CONTROLS

Quarterly inspections are undertaken for pest control by professional exterminator, with fumigation as required. There are no recorded instances of pests in exhibition or display areas.

The air conditioning systems are return air systems. Air in exhibition areas is conditioned in four air conditioners. All air conditioning outlets are fitted with Viledon Filters MX85, F7 (EU7), glassfiber papers, with a dust holding capacity of 1900/1000g, arresting all fine particles, bacteria and fungus spores and being moisture resistant to 100% relative humidity.

Routine inspections for rodent, insect and micro-organisms are undertaken by gallery staff.

1.5 SECURITY

Campus Security, managed by Campus Care, a unit of the Facilities Management Group at Victoria University of Wellington, provides continuous 24-hour physical patrols and electronic security monitoring from an on site security control room. From the control room CCTV, intruder and fire detection alarms, sprinkler systems, card access doors and refrigerator cooling systems are monitored. Access control is operated from the control room using a PEC Cardex (magnetic strip card, proximity reader) operation, with 10 commander computers controlling up to fifty doors each.

Five CCTV units operate in the interior of the Gallery and one exterior CCTV operates at the front entrance. CCTV are monitored by Campus Care during both opening hours and after hours. CCTV is recorded to video.

The security control room is also the after hours' incident reporting and response contact point and location for urgent or emergency after hours maintenance.

University security personnel are equipped with radiotelephones.

Security personnel include regular security employees of the institution and outside contractors.

All personnel are checked prior to appointment. Contract staff are required by law to be licensed security guards, requiring a police check prior to employment.

Campus Care staff are trained in security procedures, computer skills, monitoring of maintenance repairs, first aid and public relations.

Number of security staff required to monitor or patrol the Gallery is determined by gallery requirements and events. Under normal operating conditions the Gallery is

incorporated into general campus patrol patterns during working hours and constant electronic security monitoring after hours. Security personnel physically patrol the Gallery twice nightly.

Number of security staff on patrol and frequency of checking interior and exterior of gallery:

- working hours: one security Manager and eight Campus Care staff
- after hours: three-five Campus Care and contract Security staff. Security Manager on call.
- weekends and holidays: three security staff

On all shifts the senior staff member in control operates from the control room. In addition, emergency response security staff can be called upon with a planned response time of 15 minutes.

Additional security staff can be employed for special functions and events, or as required.

The Cardex security system allows individual and specific guard tours for the Gallery to be programmed and audited. All door access, cardholder usage and alarms are recorded by computer and retained for six months. In case of fault or breakdown, repairs are available 24 hours.

CCTV are also monitored during opening hours by the Gallery Attendant, who is stationed at reception inside the public entrance. Adam Art Gallery staff conduct daily checks of the works on exhibition. The Gallery Attendant is security trained and ensures bags and other objects are not taken into exhibitions.

Intruder alarm sensors detect movement during closedown hours.

Break glass and audio detectors are installed to monitor front glazed walls.

All access doors, front entrance and rear, are Cardex monitored and alarmed.

Response time by Campus Care is five minutes.

The central university security system and gallery alarms are tested monthly.

Additional attendants can be supplied, as agreed with lender. Lockable display cases can be provided.

Keys to exterior doors are held by the Security Control Room and Adam Art Gallery Director

EMERGENCY DISASTER PLAN: An emergency and disaster plan is in place. The Exhibition and Collection Officer is also Health and Safety Officer and as such is responsible for updating and implementing this plan as well training staff on emergency procedures and disaster preparedness.

1.6 FIRE PROTECTION

The building, including exhibition and storage areas, is fully protected by a fire and smoke detection alarm system.

This fire protection system is the VESDA early smoke detection system, which monitors smoke from all parts of the gallery and will initiate alarm and smoke ventilation systems at preset and adjustable detection levels, prior to sprinkler activation.

The smoke ventilation system is automatic and operates from above gallery areas. It is controlled by the smoke detection/fire protection system or manually from fire panel. Smoke extract rate is 16.8m³/sec from Long gallery plus 11.2m³/sec elsewhere, (total 28 m³/sec).

Sprinklers are wet type and sprinkler pipe run is in services tray.

Heat sensors and smoke detectors are located in all plant, service and toilet areas.

Doors open when fire alarms are activated.

This system includes:

- Smoke Detectors
- Heat Detectors
- Sprinkler system with fast response heads throughout
- Fire Dampers
- Fire Hose Reels
- Manual Call Points
- Smoke control extractor fans
- Automatic Fire Brigade alarm

Alarms for assistance are activated by smoke and heat detection system or can be activated manually. Sprinklers located in all ceilings, in exhibition and non-exhibition areas. Fire hose reels and call alarms are located on all levels.

A direct line to the local fire brigade operates via the alarm system. The Gallery is 4 kms from the Fire Brigade station and has established a procedure with the Fire Brigade. Response time is 8 minutes. Auxiliary water supplied by mains with diesel pump. Systems are checked monthly and surveyed annually.

A fire emergency procedures are in place and staff are trained by the AAG Health and Safety Officer.

2. EXHIBITIONS

2.1 INSTALLATION/DEMOUNTING OF OBJECTS AND EXHIBITIONS

Gallery staff have museum experience and are responsible for the packing, handling, installation, condition reporting and demounting of art works. Experienced preparators are employed on a project basis to assist with moving, packing, handling and installation of works, under the supervision of the Exhibition and Collection Officer. Conservators and other museum-trained professionals are on occasion contracted to undertake specific tasks including condition reporting, framing, crating, etc.

There is no public access to the gallery during mounting, demounting and installation of exhibitions.

Staff use gloves for handling objects, unless it is not considered safe to do so.

Volunteers do not generally handle art works unless they have appropriate proven experience to do so.

On delivery, works are receipted. Condition reporting occurs after acclimatisation. Any damage would be immediately documented and reported to the lender.

INSTALLATION METHODS: Two dimensional works are attached directly to walls using appropriate fasteners and hanging devices (cleats, D-rings or security plates as required). For three-dimensional items, provision is made for plinths, vitrines, lockable display cases or barriers as required.

Objects are not positioned over or near heating, air conditioning or humidification vents or units.

The Gallery works with art couriers and complies with all lending institutions transport instructions. Works are not stored in transit, unless by prior approval.

2.2 INSURANCE

For inward loans the Victoria University of Wellington provides wall-to-wall insurance cover, through the University broker. The policy for borrowed objects provides:

- all risk coverage, wall-to-wall (while on exhibition and in-transit), subject to standard exclusions
- coverage against burglary and theft
- coverage against fire
- coverage against rising water and water damage
- coverage against natural disasters (i.e. earthquakes)
- on all works separately listed and declared to the insurer.

Normal risk exclusions apply. Insurance does not cover claims for damage or loss as a consequence of:

- war, invasion, act of foreign enemy, hostilities etc

- confiscation, nationalisation, requisition or damage under the order of Government etc.
- insects, pollution, contamination, variations in temperature, latent defects, wear and tear, deterioration, faulty material or workmanship, error or failure in design, normal movement in buildings or foundation, erosion
- cessation, interruption or retardation of operations through riots, strikes or lock outs
- kidnapping, bomb threat, hoax, extortion, fraudulent embezzlement or misappropriation
- radioactivity

Limits of coverage: excess of \$8,000.

There have been no losses of work in the history of the Adam Art Gallery. The gallery has documented the occasional case of minor damage that has occurred to works in transit or on tour to other institutions. In these cases full case assessment has been undertaken including documentation and condition reporting. There are no cases of damage caused by staff while works are in the gallery.

3. GALLERY

3.1 STAFF

Director	Christina Barton	Christina.Barton@vuw.ac.nz
Assistant Curator	Laura Preston	Laura.Preston@vuw.ac.nz
Exhibition and Collection Officer	Anton Berndt	Anton.Berndt@vuw.ac.nz
Gallery Administrator	Thomasin Sleigh	Thomasin.Sleigh@vuw.ac.nz

The Director reports to the Deputy Vice Chancellor (David Mackay).

The Director also reports to the AAG Advisory Board which is made up of internal and external advisors with relevant experience and knowledge.

Casual staff are contractually employed and must meet terms and conditions set out by the university.

Volunteers assist gallery operations but are not involved in installation and do not handle artworks unless they have proven experience.

3.2 CONTACT DETAILS

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