

Physical Plant Policy

MUSEUM
STRATHROY-CARADOC

1. Introduction

The building and grounds of Museum Strathroy-Caradoc must provide a safe and functional environment for visitors, staff, the collection and associated activities. The achievement of this objective will be balanced with the need to preserve the integrity of the heritage building which houses Museum Strathroy-Caradoc as an artifact in its own right.

2. Requirements

- 2.1 The design and layout of the Museum building and grounds will accommodate the physical and functional needs of its users, staff, collections and activities, and will be appropriate to the Museum's statement of purpose, and to its community role and image.
- 2.2 The Museum will meet its obligation to federal, provincial and municipal requirements that apply to physical safety of staff, visitors and property. See Municipal Health and Safety Bylaw and Customer Service Accessibility Standards Policy, as well as Museum Strathroy-Caradoc's Community Policy – Accessibly for more information;
- 2.3 The Museum will ensure that each building meets environmental norms appropriate to its functions;
- 2.4 The Museum ensures the security of its users, staff, collections and information by:
 - Identifying potential threats (for example, personal threat, fire, water or vandalism)
 - Taking steps to minimize the level of individual risks (e.g. by installing sufficient security lighting)
 - Developing written procedures to respond to threats, emergencies and disasters
 - Training staff (including 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.
- 2.5 The museum has a written maintenance manual that sets out how it will:
 - Conduct regularly scheduled inspections and maintenance of building(s) 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.

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

Policy Review & Approval

The Museum Strathroy-Caradoc *Physical Plant Policy* is approved by the Museum Strathroy-Caradoc Advisory Committee.

The *Physical Plant Policy* is to be reviewed on an annual basis, or at any time that changes are deemed necessary. The Director/Curator, in conjunction with the professional staff, conducts the review. The revised version is submitted to the Museum Strathroy-Caradoc Advisory Committee for approval.

This *Physical Plant Policy* may not be altered without the consent of the Museum Strathroy-Caradoc Advisory Committee.

Created: 2010

Revised: September 2013

Last approved

Museum Advisory Committee Meeting - Recommendation 009-13

Date: September 9, 2013

Chair: _____

Municipality of Strathroy-Caradoc Council Meeting

Date: October 7, 2013

Moved by Councillor Cameron and Deputy Mayor Richards: THAT: the following Minutes be received and filed and further that Council concurs with the Committees' recommendations:

Museum Advisory Committee Minutes September 9, 2013. Carried.