

The Storage Checklist is to be used when evaluating the storage conditions of your facility.

| <b>Storage Checklist</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Storage temperature: 65-70 degrees Fahrenheit                      |            |           |
| 2. Relative Humidity: 45-50%  |            |           |
| 3. Storage climate is constant (24 hours a day, 7 days a week)        |            |           |
| 4. Storage area is clean and dustfree                                 |            |           |
| 5. Storage area allows for easy access and retrieval                  |            |           |
| 6. Storage area encourages air circulation                            |            |           |
| 7. Storage area has weight bearing floors                             |            |           |
| 8. Storage area has high ceilings                                     |            |           |
| 9. Storage area separated from public use areas                       |            |           |
| 10. Storage area secure limiting unauthorized access                  |            |           |
| 11. Building has an alarm system                                      |            |           |
| 12. Compliance with state and local fire codes                        |            |           |
| 13. Presence of fire alarms   |            |           |
| 14. Smoke detectors   |            |           |
| 15. Fire extinguishers  |            |           |
| 16. Sprinkler system  |            |           |
| 17. Water detectors   |            |           |
| 18. Carpet removed in storage areas                                   |            |           |
| 19. Building has a secure roof  |            |           |
| 20. Leak free basement  |            |           |
| 21. Storage area only houses collection items                         |            |           |
| 22. Collection is not stored underneath water pipes                   |            |           |
| 23. Windows covered to limit sunlight                                 |            |           |
| 24. Windows have UV protective glass                                  |            |           |
| 25. Storage lights are off when area not in use                       |            |           |
| 26. Light fixtures are placed over aisles and not over shelving units |            |           |
| 27. Storage areas have an air filtration system                       |            |           |
| 28. Inventory details the location of the collection items            |            |           |
| 29. Metal shelving  |            |           |
| 30. Wooden shelves are lined to protect collections                   |            |           |
| 31. Collection stored off the ground and on shelves                   |            |           |
| 32. Shelves able to accommodate large number of boxes                 |            |           |
| 33. Shelves are not placed directly against walls                     |            |           |
| 34. Aisle minimum 30 inches wide to accommodate traffic               |            |           |
| 35. Fireproof cabinets for valuable and permanent records             |            |           |
| 36. Building allows for expansion of storage space                    |            |           |
| 37. Your organization has a Disaster Plan                             |            |           |