

National Services Te Paerangi Template

Condition Reporting Form

Museum name			
Object name/title			
Accession number	Receipt No	Number of pieces	
Storage/display location			
Dimensions (mm)			
Length	Width	Height	Diameter
Exhibition			
Artist/maker			

Physical description
(colour, shape, features, decoration)

Inscriptions/labels and location on object

Date made **Manufacture type** Hand Commercial

General condition

Appears stable/sound Active deterioration noted Damage noted Fragile/weak

Materials/process (tick all that apply)

<input type="checkbox"/> Animal	<input type="checkbox"/> Knitted	<input type="checkbox"/> Plastic	<input type="checkbox"/> Wood
<input type="checkbox"/> Basketry	<input type="checkbox"/> Lace	<input type="checkbox"/> Printed	<input type="checkbox"/> Wood pulp
<input type="checkbox"/> Canvas	<input type="checkbox"/> Leather	<input type="checkbox"/> Rubber	<input type="checkbox"/> Wool
<input type="checkbox"/> Cellulose	<input type="checkbox"/> Metal	<input type="checkbox"/> Shell	<input type="checkbox"/> Woven
<input type="checkbox"/> Ceramic	<input type="checkbox"/> Mineral	<input type="checkbox"/> Silk	<input type="checkbox"/> Other
<input type="checkbox"/> Embroidered	<input type="checkbox"/> Netting	<input type="checkbox"/> Specimen	<input type="text"/>
<input type="checkbox"/> Feathers	<input type="checkbox"/> Paper	<input type="checkbox"/> Stone	
<input type="checkbox"/> Fur	<input type="checkbox"/> Parchment	<input type="checkbox"/> Synthetic	
<input type="checkbox"/> Glass	<input type="checkbox"/> Photograph	<input type="checkbox"/> Tapa	
<input type="checkbox"/> Insect	<input type="checkbox"/> Plant fibres	<input type="checkbox"/> Textile	

Current support, display, or storage method:

- | | | | |
|----------------------------------|---------------------------------------|---|-----------------------------|
| <input type="radio"/> Mount | <input type="radio"/> Open display | <input type="radio"/> Drawer | <input type="radio"/> Other |
| <input type="radio"/> Frame | <input type="radio"/> Non-acidic box | <input type="radio"/> Mannequin | |
| <input type="radio"/> Glazed | <input type="radio"/> Padded hanger | <input type="radio"/> Acidic box | |
| <input type="radio"/> Stretcher | <input type="radio"/> 3-D support | <input type="radio"/> Fixed to wall | |
| <input type="radio"/> Open shelf | <input type="radio"/> Unpadded hanger | <input type="radio"/> Inside display case | |

Previous repairs (non-conservation):

- | | | | |
|--|--|-----------------------------------|-----------------------------------|
| <input type="radio"/> Adhesive/tape | <input type="radio"/> Repainted | <input type="radio"/> Dry-cleaned | <input type="radio"/> Fill |
| <input type="radio"/> Reassembled | <input type="radio"/> Alterations | <input type="radio"/> Bleached | <input type="radio"/> In-painting |
| <input type="radio"/> Patching/darning | <input type="radio"/> Darning/cobbling | <input type="radio"/> Polished | <input type="radio"/> Other |
| <input type="radio"/> Additions | <input type="radio"/> Resurfaced | <input type="radio"/> Waxed | |
| <input type="radio"/> Support | <input type="radio"/> Wet cleaned | <input type="radio"/> Coated | |

Condition:

- | | | | |
|--|--|--|---|
| <input type="radio"/> Abrasions | <input type="radio"/> Delaminating | <input type="radio"/> Insect passive | <input type="radio"/> Spotted |
| <input type="radio"/> Accretions | <input type="radio"/> Discoloured | <input type="radio"/> Label removed/damaged | <input type="radio"/> Stained |
| <input type="radio"/> Adherences | <input type="radio"/> Disjoined | <input type="radio"/> Losses | <input type="radio"/> Stitching unravelling |
| <input type="radio"/> Adhesive residue | <input type="radio"/> Distorted | <input type="radio"/> Loss of lustre/dull | <input type="radio"/> Scratched |
| <input type="radio"/> Adhering | <input type="radio"/> Dusty | <input type="radio"/> Missing parts | <input type="radio"/> Tangled |
| <input type="radio"/> Bleeding | <input type="radio"/> Faded | <input type="radio"/> Moths | <input type="radio"/> Thin/weak |
| <input type="radio"/> Blistered | <input type="radio"/> Fingerprints | <input type="radio"/> Mould active | <input type="radio"/> Torn |
| <input type="radio"/> Brittle | <input type="radio"/> Flaking | <input type="radio"/> Mould residue | <input type="radio"/> Unravelling |
| <input type="radio"/> Buckled | <input type="radio"/> Fly spots | <input type="radio"/> Mould stains | <input type="radio"/> Warped |
| <input type="radio"/> Borer | <input type="radio"/> Fold lines | <input type="radio"/> Odour | <input type="radio"/> Water damaged |
| <input type="radio"/> Burnt/scorched | <input type="radio"/> Foxed | <input type="radio"/> Paint/substance transfer | <input type="radio"/> Weak joins/seams |
| <input type="radio"/> Chipped | <input type="radio"/> Fraying | <input type="radio"/> Perspiration stains | <input type="radio"/> Worn |
| <input type="radio"/> Cockled | <input type="radio"/> Frilling | <input type="radio"/> Rot | <input type="radio"/> Yellowed |
| <input type="radio"/> Corroded | <input type="radio"/> Holes | <input type="radio"/> Scratched | <input type="radio"/> Other |
| <input type="radio"/> Compressed | <input type="radio"/> Incomplete | <input type="radio"/> Shedding | |
| <input type="radio"/> Cracked | <input type="radio"/> Inclusions | <input type="radio"/> Silverfish | |
| <input type="radio"/> Creased | <input type="radio"/> Inherent instability | <input type="radio"/> Silvering | |
| <input type="radio"/> Cupped | <input type="radio"/> Insect active | <input type="radio"/> Soiled – archaeological | |
| <input type="radio"/> Cut | <input type="radio"/> Insect damage | <input type="radio"/> Soiled – other | |
| <input type="radio"/> Delaminated | <input type="radio"/> Insect frass | <input type="radio"/> Split | |
| <input type="radio"/> Dented | <input type="radio"/> Insect residue | <input type="radio"/> Split/fractured | |

Summary of condition/ recommendations:

- | | | |
|---|---|--|
| <input type="radio"/> Stable | <input type="radio"/> Unstable for exhibition | <input type="radio"/> Treatment required |
| <input type="radio"/> Stable for storage | <input type="radio"/> Unstable for travel | <input type="radio"/> Rehouse |
| <input type="radio"/> Stable for exhibition | <input type="radio"/> Stabilise before travel | <input type="radio"/> Transfer |
| <input type="radio"/> Stable for travel | <input type="radio"/> Regular inspection | <input type="radio"/> Encapsulate |
| <input type="radio"/> Active deterioration | <input type="radio"/> Improve storage/packaging | <input type="radio"/> Acid-free envelope |
| <input type="radio"/> Unstable for storage | <input type="radio"/> Improve display | <input type="radio"/> Other |

Recommended storage:

- | | | |
|-------------------------------|---|--------------------------------------|
| <input type="radio"/> Hanging | <input type="radio"/> Tissue inserts | <input type="radio"/> Nothing on top |
| <input type="radio"/> Rolled | <input type="radio"/> Duvet/cushion support | <input type="radio"/> Other |
| <input type="radio"/> Mount | <input type="radio"/> Box | |
| <input type="radio"/> Flat | <input type="radio"/> Custom-made box | |

Display Conditions:

- | | | |
|---|--|-----------------------------|
| <input type="radio"/> Sealed display case | <input type="radio"/> RH 55% +/-7% | <input type="radio"/> Other |
| <input type="radio"/> Lux 50 100 150 | <input type="radio"/> Less than UV 75 μ W/lm | |
| <input type="radio"/> Temp 22°C +/- 1 °C | <input type="radio"/> Display time 3 6 12 months | |
- Photography Number and location: Digital image Print

Examined in:

- | | | | |
|--------------------------------|----------------------------------|-------------------------------|-----------------------------|
| <input type="radio"/> Workroom | <input type="radio"/> Exhibition | <input type="radio"/> Storage | <input type="radio"/> Other |
|--------------------------------|----------------------------------|-------------------------------|-----------------------------|

Examination technique:

- | | | |
|------------------------------|---------------------------------|----------------------------------|
| <input type="radio"/> Visual | <input type="radio"/> Magnified | <input type="radio"/> Microscope |
|------------------------------|---------------------------------|----------------------------------|

Condition notes/drawing:

Examined by:

Date:

Conservation treatment proposal:

Proposal by:

Date:

Significance assessment

- | | |
|---|---|
| <input type="radio"/> Provenance recorded | <input type="radio"/> Rare or representative |
| <input type="radio"/> Historic significance | <input type="radio"/> Donors, owners, and experts consulted |
| <input type="radio"/> Part of a larger or discrete/special collection | <input type="radio"/> Scientific or research significance |
| <input type="radio"/> Artistic or aesthetic significance | <input type="radio"/> Original and complete condition |
| <input type="radio"/> Comparative examples considered | <input type="radio"/> Social or spiritual significance |
| <input type="radio"/> Interpretive/educational uses | |

Notes

Recommendations

- | | |
|---|--|
| <input type="radio"/> Ask Conservator to examine and prepare proposal for treatment | <input type="radio"/> Transfer |
| <input type="radio"/> Display | <input type="radio"/> Deaccession |
| <input type="radio"/> Research further | <input type="radio"/> Seek further advice |
| <input type="radio"/> Return to donor | <input type="radio"/> Prepare mount or box |
| <input type="radio"/> Advertise for information | <input type="radio"/> Improve storage |

Name:

Date:



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