

Incoming Condition Report

(Decorative & Fine Art, historical object, artifact)

Object: _____

Owner: _____ Date: _____

Description: _____

Structure (*including frame if painting*): _____ General Condition: _____

Surface Decoration: _____ Conservation Needed: _____

Storage Method: _____

Drawing showing condition on arrival

Draw front view on this side. Draw rear view on reverse side.

Incoming Condition Report

(Natural History specimen)

Object: _____

Owner: _____ Date: _____

Description: _____

Raw Material: _____ General Condition: _____

Conservation Needed: _____

Storage Method: _____

Drawing showing condition on arrival

Draw front view on this side. Draw rear view on reverse side.

How to Fill Out a Condition Report

Object: Write the name of the type of object-doll, desk, vase, fossil, etc.

Owner: Write the name of the museum or the name of the person who owned it and is lending it for the exhibit.

Date: Write today's date.

Description:

STRUCTURE OR RAW MATERIAL: Tell what materials the object is made of (e.g., bone, stone) and for human-made objects how it was made (e.g., hand-built vase of red clay).

GENERAL CONDITION: Tell if it is in excellent, good, fair, or poor condition, and mention any damage.

SURFACE DECORATION: For human-made objects, tell if the object is painted, beaded, glazed, etc., in what colors and materials (e.g., quilt has red cotton thread embroidery on the border). If it is a fine art piece (painting, sculpture, etc.) tell what type of style and medium were used.

CONSERVATION NEEDED: Write what, if anything, needs to be repaired before the exhibit (e.g., doll clothes need to be washed and ironed, or broken airplane wing needs to be glued, a tear in the canvas needs to be fixed, fossil is broken and needs to be glued).

Storage Method: Tell where you think you should store the object before the exhibit (closet, drawer, box), according to what kind of protection it needs.

Drawing: Make a simple outline sketch of the object. Then show the locations of any areas that appear to be damaged. Connect the damage mark with a label describing the damage. (e.g., 2-inch jagged crack on neck of vase, black smoke mark). Draw the rear view on the reverse.

2-inch jagged crack on neck

Black smoke mark