

Attachment C. Examples of Condition Survey - format and photography

This is a sample furniture and decorative arts survey form conducted at another site almost a decade ago. The Contractor is not obligated to copy in exact this example, it is just for clarification of the level of detail the Client may accept. In addition to the samples, attached are some photographs of a baby chair (*GEN Omar N. Bradley Collection, permissions U.S. Army Heritage and Education Center*) showing the digital color standard and a size scale that shall be included, along with the furniture shown in good lighting with detail photos of the condition issues (such as the crack and old identification sticker on the baby chair). The Contractor is expected to provide portable illumination to obtain good photos.

Additionally, the sample survey forms show a valuation dollar amount under the photo credit numbers. Instead of a appraisal value, the Contractor shall include a **rating scale** as per contract Section 1 Schedule, part 4. Specific Tasks, section 4.2 Documentation:

4.2. Documentation:

4.2.1. The contractor shall prepare in correct English (spelling and grammar) written and digital Collection Condition Survey Reports, Treatment Proposals, Change Orders, Treatment Reports, and a Historic Collection Housekeeping Proposal booklet, of high quality conforming to industry standards for each conservation project. In written documentation the contractor shall use terminology generally accepted within the profession and should amplify the record as necessary to make it understandable to the client. The final electronic files shall be a .PDF file document (not .SNP or XML). This is to ensure record compatibility and integration within OBO records. The scope of content for each type of report shall include at minimum:

- 4.2.1.1. Collection Condition Survey Report is a Phase 1 activity, and an example is given in **Attachment C. Examples of Condition Surveys**. Although similar to the examples, this requirement shall contain FOUR (4) sections of information limited to 1-2 typed and printed pages per item including:
1. A brief written description of the heritage item and its damage, including: date; Contractor information (or letterhead); site information; object name (chair, inlaid table, etc); 6-digit inventory number; classification (furniture vs. decorative art); location within the site; origin; components of primary and secondary materials, attachments, hardware, and embellishments; fabrication techniques; materials and finish; maker's marks; dimensions; condition issues of both the surface (dirt, infestations, dents, cracks, loss, chips, scratches/abrasions, discoloration, and other) and the structure (loose joints, broken or lost components, failed upholstery seams, misalignment, other); previous interventions; treatment steps and materials; photography; signatures of authority and contractor;

sampling and analysis; diagrams, drawings, and all other pertinent information. One (1) to four (4) digital images showing the object's sides and damage on the same pages(s) as the description in 300 dpi resolution.

2. Cost estimate for treatment based on a quick initial visual inspection. (Contractor will have a second opportunity in Phase II to develop a more accurate proposal).
3. A summary rating spreadsheet prioritizing all the pieces for future treatments, showing the object name, catalog number, cost estimate for treatment, and rating. The Contractor shall assign a rating number to each heritage item on a scale of 1-4, based on urgency and condition, for planning purposes. The rating scale reflects the level and rate of risk of imminent loss to the heritage item:

Rating 1: Imminent danger to contaminate other collections and staff by the presence or mold or pests. Any damage which affects the safety of people or can affect the other collection materials is the most urgent.

Rating 2: Items with severe (but isolated problems which do not affect other objects) issues such as un-serviceability due to broken or missing structural parts (legs, drawers, etc.). This rating shows major impact on function and safety of using of the heritage item.

Rating 3: Obvious damage apparent from a distance of one (1) meter, such as losses to veneer, stains, and minor structural issues like a mis-aligned drawer or missing hardware. This rating shows minor impact on function of the heritage item and visually obvious damage.

Rating 4: Small scratches, losses to veneer over 3cm in length, dents, or problems otherwise unsightly but not visually obvious from 1 meter. This rating shows no structural issues and only visually minor damage.

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION	 				
23843	19300	G39 - Elevator Lobby					
OBJECT NAME							
Mirror							
GENERIC CLASSIFICATION							
Decorative Object							
SIZE							
h: 185cm / w: 127cm.							
ORIGIN- SIGNATURES / MARKS			PHOTO N°	DETAIL N°			
			1030	1033			
COMPONENTS AND TECHNIQUES			VALUATION	\$ 8,000			
Carved giltwood. Mirror.							
DESCRIPTION							
Antique Italian style mirror frame with wood carved ornamentation, including an eagle pendant and foliage cresting.							
CONSERVATION CONDITION							
<input checked="" type="checkbox"/>	SUPERFICIAL DIRT	<input checked="" type="checkbox"/>	LOSS	<input type="checkbox"/>	LACK OF ADHESIVENESS	<input type="checkbox"/>	DENTS / KNOCKS
<input checked="" type="checkbox"/>	EMBEDDED DIRT	<input type="checkbox"/>	EMBRITTLEMENT	<input checked="" type="checkbox"/>	CHIPPING	<input checked="" type="checkbox"/>	STAINS
<input type="checkbox"/>	FADING	<input type="checkbox"/>	FLAKING	<input checked="" type="checkbox"/>	ABRASION	<input checked="" type="checkbox"/>	SIGNS OF INFESTATION
<input checked="" type="checkbox"/>	DETACHMENT	<input type="checkbox"/>	CRACKING	<input type="checkbox"/>	MARKS	<input checked="" type="checkbox"/>	OTHER
OBSERVATIONS							
Superficial and embedded dirt. Abrasion. Loss of gold leaf exposing the wood. The most affected areas show the wooden substrate. Residues of cleaning products. Signs of old, severe infestations.							
PROBABLE DETERIORATION CAUSE / CAUSES							
Inadequate cleaning techniques and frequency. Aging. Knocks.							
Lack of professional restoration and maintenance work.							
PREVIOUS INTERVENTIONS							
<input checked="" type="checkbox"/>	NONE	<input type="checkbox"/>	AMATEUR	<input type="checkbox"/>	PROFESSIONAL		
SURVEYORS				DATE			
Astesiano-Mallol.				August, 2003			
RESPONSIBLE							

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION
14692	13250	105 - Grey Room

OBJECT NAME
Cabinet

GENERIC CLASSIFICATION
Furniture

SIZE
h: 120cm. / w: 42cm. / l: 157cm.

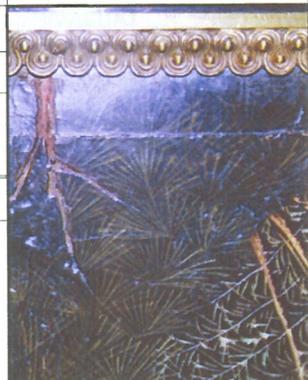
ORIGIN- SIGNATURES / MARKS

COMPONENTS AND TECHNIQUES
Lacquered wood. Gilt bronze. Verde antico marble top.

DESCRIPTION
Louis XVI style breakfront side cabinets -circa 1860-
verde antico marble top above gilt bronze guilloche
applied frieze, three drawers inset with coromandel
lacquer panels inlaid with terrace views.



PHOTO N° 8009



DETAIL N°

DETAIL N°

8012

VALUATION

\$ 30,000

CONSERVATION CONDITION

<input checked="" type="checkbox"/> SUPERFICIAL DIRT	<input checked="" type="checkbox"/> LOSS	<input type="checkbox"/> LACK OF ADHESIVENESS	<input type="checkbox"/> DENTS / KNOCKS
<input type="checkbox"/> EMBEDDED DIRT	<input type="checkbox"/> EMBRITTELEMENT	<input checked="" type="checkbox"/> CHIPPING	<input checked="" type="checkbox"/> STAINS
<input type="checkbox"/> FADING	<input type="checkbox"/> FLAKING	<input type="checkbox"/> ABRASION	<input type="checkbox"/> SIGNS OF INFESTATION
<input type="checkbox"/> DETACHMENT	<input type="checkbox"/> CRACKING	<input type="checkbox"/> MARKS	<input checked="" type="checkbox"/> OTHER

OBSERVATIONS
Superficial dirt. Chipping, superficial stains, losses.

PROBABLE DETERIORATION CAUSE / CAUSES
Inadequate cleaning frequency and repair work. Lack of professional periodic maintenance work.

PREVIOUS INTERVENTIONS
 NONE AMATEUR PROFESSIONAL

SURVEYORS Astesiano- Mallol **DATE** August, 2003

RESPONSIBLE

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION
14769	15212	106 - Music Room



OBJECT NAME
Armchair
GENERIC CLASSIFICATION
Furniture
SIZE
h: 93cm. / w: 61cm. / depth: 48.5cm

ORIGIN- SIGNATURES / MARKS	PHOTO N°	DETAIL N°
	4004	10011
COMPONENTS AND TECHNIQUES	VALUATION	\$ 70,000 (10 pieces set)

Giltwood and gesso frame. Padded back, seat and arms upholstered in silk fabric.

DESCRIPTION
Giltwood Bergère, Louis XVI style framed by striated columns ornamented with decorative motifs and carved leaves. Padded back, sides and arms upholstered in silk fabric with decorative motifs in pale pink, blue and green. Fluted turned tapering legs.

CONSERVATION CONDITION			
<input checked="" type="checkbox"/> SUPERFICIAL DIRT	<input checked="" type="checkbox"/> LOSS	<input checked="" type="checkbox"/> LACK OF ADHESIVENESS	<input checked="" type="checkbox"/> DENTS / KNOCKS
<input type="checkbox"/> EMBEDDED DIRT	<input checked="" type="checkbox"/> EMBRITTELEMENT	<input checked="" type="checkbox"/> CHIPPING	<input type="checkbox"/> STAINS
<input type="checkbox"/> FADING	<input checked="" type="checkbox"/> FLAKING	<input type="checkbox"/> ABRASION	<input type="checkbox"/> SIGNS OF INFESTATION
<input type="checkbox"/> DETACHMENT	<input type="checkbox"/> CRACKING	<input type="checkbox"/> MARKS	<input type="checkbox"/> OTHER

OBSERVATIONS
Exposed surfaces of arms, legs and borders show abrasion, knocks and loss of gold leaf exposing the underlying white bold. The most affected areas show the bare wood. Shows progressive loss of gold leaf.

PROBABLE DETERIORATION CAUSE / CAUSES
Incorrect handling and temporary storage.
Inadequate cleaning frequency.
Lack of, or inadequate protection of devices and attachments used during daily cleaning in order to prevent accidental knocks.
Abrupt and wide environmental fluctuations -relative humidity and temperature-.

PREVIOUS INTERVENTIONS		
<input type="checkbox"/> NONE	<input type="checkbox"/> AMATEUR	<input checked="" type="checkbox"/> PROFESSIONAL

SURVEYORS	DATE
Astesiano- Mallol	August, 2003
RESPONSIBLE	

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION					
16480	14213	106 - Music Room					
OBJECT NAME							
Console							
GENERIC CLASSIFICATION							
Furniture							
SIZE							
h: 95 cm / w: 48 cm. / l: 116 cm.							
ORIGIN- SIGNATURES / MARKS			PHOTO N°	9024			
COMPONENTS AND TECHNIQUES							
Carved giltwood and stucco with marble top.							
DESCRIPTION							
Giltwood and gesso console table with a marble top above a guilloche and ribbon carved frieze upon open cabriole legs connected by a fluted and beaded stretcher with a swaged urn. Transitional style.							
			DETAIL N°	DETAIL N°			
			5010				
			VALUATION	\$ 15,000			
CONSERVATION CONDITION							
<input checked="" type="checkbox"/>	SUPERFICIAL DIRT	<input type="checkbox"/>	LOSS	<input checked="" type="checkbox"/>	LACK OF ADHESIVENESS	<input checked="" type="checkbox"/>	DENTS / KNOCKS
<input checked="" type="checkbox"/>	EMBEDDED DIRT	<input checked="" type="checkbox"/>	EMBRITTLEMENT	<input checked="" type="checkbox"/>	CHIPPING	<input type="checkbox"/>	STAINS
	FADING	<input checked="" type="checkbox"/>	FLAKING	<input type="checkbox"/>	ABRASION	<input checked="" type="checkbox"/>	SIGNS OF INFESTATION
	DETACHMENT	<input checked="" type="checkbox"/>	CRACKING	<input type="checkbox"/>	MARKS	<input type="checkbox"/>	OTHER
OBSERVATIONS							
High percentage of superficial dirt. Embrittlement, chipping, cracking and lack of adhesiveness to the substrate. Progressive loss of gold leaf.							
PROBABLE DETERIORATION CAUSE / CAUSES							
Inadequate cleaning frequency. Knocks. Lack of periodic professional maintenance work.							
PREVIOUS INTERVENTIONS							
<input type="checkbox"/> NONE		<input type="checkbox"/> AMATEUR		<input checked="" type="checkbox"/> PROFESSIONAL			
SURVEYORS				DATE			
Astesiano- Mallol				August, 2003			
RESPONSIBLE							

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

**CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART**

INVENTORY N°	ITEM CODE	LOCATION
25784	14202	106 - Music Room

OBJECT NAME
Center table

GENERIC CLASSIFICATION
Furniture

SIZE
h: 46cm. / w: 62.5cm. / l: 109cm

ORIGIN- SIGNATURES / MARKS

COMPONENTS AND TECHNIQUES
Veneered wood. Marquetry frieze with foliage and flowers motifs on cabriole legs.

DESCRIPTION
Louis XV style, veneered wood, rectangular top above a marquetry frieze with foliate and flowers motifs on cabriole legs.



PHOTO N° 11032



DETAIL N° 11030

VALUATION \$ 5,800

CONSERVATION CONDITION

<input checked="" type="checkbox"/> SUPERFICIAL DIRT	<input checked="" type="checkbox"/> LOSS	<input type="checkbox"/> LACK OF ADHESIVENESS	<input type="checkbox"/> DENTS / KNOCKS
<input type="checkbox"/> EMBEDDED DIRT	<input type="checkbox"/> EMBRITTEMENT	<input type="checkbox"/> CHIPPING	<input type="checkbox"/> STAINS
<input type="checkbox"/> FADING	<input type="checkbox"/> FLAKING	<input type="checkbox"/> ABRASION	<input type="checkbox"/> SIGNS OF INFESTATION
<input type="checkbox"/> DETACHMENT	<input type="checkbox"/> CRACKING	<input type="checkbox"/> MARKS	<input type="checkbox"/> OTHER

OBSERVATIONS

Superficial dirt, lifting veneer and minor losses.

PROBABLE DETERIORATION CAUSE / CAUSES

Veneered wood is vulnerable to knocks and careless handling and abrupt fluctuations of temperature and RH.

PREVIOUS INTERVENTIONS

NONE AMATEUR PROFESSIONAL

SURVEYORS Astesiano- Mallo **DATE** August, 2003

RESPONSIBLE

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION					
14781	14213	110 - Loggia					
OBJECT NAME							
Pier table							
GENERIC CLASSIFICATION			PHOTO N°				
Furniture			2018				
SIZE							
h:86cm./ w: 43cm. / l: 100cm.							
ORIGIN- SIGNATURES / MARKS							
COMPONENTS AND TECHNIQUES			DETAIL N°				
Carved giltwood and gesso. Marble top.			2019				
DESCRIPTION			VALUATION				
Louis XVI style grey painted and parcel gilt pier table with marble top above a leaf carved paneled frieze upon stop fluted turned tapering legs with ring headers.			\$1,750				
CONSERVATION CONDITION							
<input checked="" type="checkbox"/>	SUPERFICIAL DIRT	<input type="checkbox"/>	LOSS	<input type="checkbox"/>	LACK OF ADHESIVENESS	<input checked="" type="checkbox"/>	DENTS / KNOCKS
<input checked="" type="checkbox"/>	EMBEDDED DIRT	<input type="checkbox"/>	EMBRITTELEMENT	<input checked="" type="checkbox"/>	CHIPPING	<input checked="" type="checkbox"/>	STAINS
<input type="checkbox"/>	FADING	<input type="checkbox"/>	FLAKING	<input type="checkbox"/>	ABRASION	<input type="checkbox"/>	SIGNS OF INFESTATION
<input type="checkbox"/>	DETACHMENT	<input checked="" type="checkbox"/>	CRACKING	<input checked="" type="checkbox"/>	MARKS	<input checked="" type="checkbox"/>	OTHER
OBSERVATIONS							
Superficial and embedded dirt. Chipping. Marks and stains on the marble top. Cracking.							
PROBABLE DETERIORATION CAUSE / CAUSES							
Inadequate cleaning frequency. Careless handling. Knocks. Misuse.							
PREVIOUS INTERVENTIONS							
<input type="checkbox"/>	NONE	<input checked="" type="checkbox"/>	AMATEUR	<input checked="" type="checkbox"/>	PROFESSIONAL		
SURVEYORS				DATE			
Astesiano-Mallol.				August, 2003			
RESPONSIBLE							

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION					
22394	16101	202 - Main Hall					
OBJECT NAME							
Lamp							
GENERIC CLASSIFICATION							
Lighting Fixtures							
SIZE							
h. 76cm. / Base: 16 x 16 cm.							
ORIGIN- SIGNATURES / MARKS		PHOTO N°	DETAIL N°				
Paul Conrad		20605					
COMPONENTS AND TECHNIQUES		VALUATION	\$ 300.81				
Gilt bronze. Painted / giltwood. Silk shade.							
DESCRIPTION							
Gilt bronze urn on a painted / giltwood base. Silk shade.							
CONSERVATION CONDITION							
<input type="checkbox"/>	SUPERFICIAL DIRT	<input type="checkbox"/>	LOSS	<input type="checkbox"/>	LACK OF ADHESIVENESS	<input type="checkbox"/>	DENTS / KNOCKS
<input type="checkbox"/>	EMBEDDED DIRT	<input type="checkbox"/>	EMBRITTLEMENT	<input type="checkbox"/>	CHIPPING	<input type="checkbox"/>	STAINS
<input type="checkbox"/>	FADING	<input type="checkbox"/>	FLAKING	<input type="checkbox"/>	ABRASION	<input type="checkbox"/>	SIGNS OF INFESTATION
<input type="checkbox"/>	DETACHMENT	<input type="checkbox"/>	CRACKING	<input type="checkbox"/>	MARKS	<input type="checkbox"/>	OTHER
OBSERVATIONS							
Good conservation condition.							
PROBABLE DETERIORATION CAUSE / CAUSES							
PREVIOUS INTERVENTIONS							
<input checked="" type="checkbox"/>	NONE		<input type="checkbox"/>	AMATEUR		<input type="checkbox"/>	PROFESSIONAL
SURVEYORS					DATE		
Astesiano- Malloj					December, 2003		
RESPONSIBLE							

EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION
16486	19400	102 - Great Hall

OBJECT NAME
Potiche

GENERIC CLASSIFICATION
Decorative Object

SIZE
h: 47cm. / diam: 35cm.

ORIGIN- SIGNATURES / MARKS



PHOTO N°	DETAIL N°
13010	13012

COMPONENTS AND TECHNIQUES	VALUATION
Porcelain. Giltwood base.	\$ 12,000

DESCRIPTION
Louis XVI style ovoid potiche. Blue background with golden dragons motifs. Giltwood base decorated with garlands, ornamental laces and foliage. China, siglo XIX.

CONSERVATION CONDITION			
<input checked="" type="checkbox"/> SUPERFICIAL DIRT	<input type="checkbox"/> LOSS	<input type="checkbox"/> LACK OF ADHESIVENESS	<input type="checkbox"/> DENTS / KNOCKS
<input checked="" type="checkbox"/> EMBEDDED DIRT	<input type="checkbox"/> EMBRITTELEMENT	<input checked="" type="checkbox"/> CHIPPING	<input type="checkbox"/> STAINS
<input type="checkbox"/> FADING	<input type="checkbox"/> FLAKING	<input type="checkbox"/> ABRASION	<input checked="" type="checkbox"/> SIGNS OF INFESTATION
<input type="checkbox"/> DETACHMENT	<input checked="" type="checkbox"/> CRACKING	<input type="checkbox"/> MARKS	<input type="checkbox"/> OTHER

OBSERVATIONS
Superficial and embedded dirt. Cracking, abrasion, minor chipping and losses on the giltwood base.

PROBABLE DETERIORATION CAUSE / CAUSES
Inadequate maintenance work.

PREVIOUS INTERVENTIONS
 NONE AMATEUR PROFESSIONAL

SURVEYORS Astesiano- Mallol **DATE** August, 2003

RESPONSIBLE

**EMBASSY MAIN RESIDENCE
BUENOS AIRES, ARGENTINA**

CONSERVATION CONDITION SURVEY
COLLECTION OF FURNITURE AND OBJECTS D'ART

INVENTORY N°	ITEM CODE	LOCATION					
14997	11301	218 - Bedroom					
OBJECT NAME							
Bed							
GENERIC CLASSIFICATION							
Furniture							
SIZE							
h: 107cm. / w: 101,5cm, / l: 216cm.							
ORIGIN- SIGNATURES / MARKS		PHOTO N°	DETAIL N°				
		20301	20303				
COMPONENTS AND TECHNIQUES		VALUATION					
Mahogany wood.			\$ 234				
DESCRIPTION							
Mahogany head and footboards with decorative carved motifs and scrolls.							
CONSERVATION CONDITION							
<input type="checkbox"/>	SUPERFICIAL DIRT	<input type="checkbox"/>	LOSS	<input type="checkbox"/>	LACK OF ADHESIVENESS	<input type="checkbox"/>	DENTS / KNOCKS
<input checked="" type="checkbox"/>	EMBEDDED DIRT	<input type="checkbox"/>	EMBRITTLEMENT	<input type="checkbox"/>	CHIPPING	<input type="checkbox"/>	STAINS
<input type="checkbox"/>	FADING	<input type="checkbox"/>	FLAKING	<input checked="" type="checkbox"/>	ABRASION	<input type="checkbox"/>	SIGNS OF INFESTATION
<input type="checkbox"/>	DETACHMENT	<input type="checkbox"/>	CRACKING	<input checked="" type="checkbox"/>	MARKS	<input type="checkbox"/>	OTHER
OBSERVATIONS							
Embedded dirt. Scratches and dents on legs and borders. Abrasion on protruding areas of head and footboards (see detail).							
PROBABLE DETERIORATION CAUSE / CAUSES							
Careless cleaning and handling.							
PREVIOUS INTERVENTIONS							
<input checked="" type="checkbox"/>	NONE	<input type="checkbox"/>	AMATEUR	<input type="checkbox"/>	PROFESSIONAL		
SURVEYORS				DATE			
Astesiano- Mallol				December, 2003			
RESPONSIBLE							

MHI05 100 385



MHI05.100.385
High Chair



