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 an 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.
**E mbassy Main Residence**  
BUENOS AIRES, ARGENTINA  
**Conservation Condition Survey**  
**Collection of Furniture and Objects d'Art**

<table>
<thead>
<tr>
<th>Inventory No</th>
<th>Item Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>23843</td>
<td>19300</td>
<td>G39 - Elevator Lobby</td>
</tr>
</tbody>
</table>

**Object Name**  
Mirror

**Generic Classification**  
Decorative Object

**Size**  
h: 185cm / w: 127cm.

**Origin-Signatures / Marks**

<table>
<thead>
<tr>
<th>Photo No</th>
<th>Detail No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030</td>
<td>1033</td>
</tr>
</tbody>
</table>

**Components and Techniques**
Carved giltwood. Mirror.

**Description**  
Antique Italian style mirror frame with wood carved ornamentation, including an eagle pendant and foliage cresting.

**Conservation Condition**

<table>
<thead>
<tr>
<th>♦ Superficial Dirt</th>
<th>♦ Loss</th>
<th>♦ Lack of Adhesiveness</th>
<th>♦ Dents / Knocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Embedded Dirt</td>
<td>♦ Brittlement</td>
<td>♦ Chipping</td>
<td>♦ Stains</td>
</tr>
<tr>
<td>Fading</td>
<td>♦ Flaking</td>
<td>♦ Abrasion</td>
<td>♦ Signs of Infestation</td>
</tr>
<tr>
<td>♦ Detachment</td>
<td>♦ Cracking</td>
<td>♦ Marks</td>
<td>♦ Other</td>
</tr>
</tbody>
</table>

**Observations**  
Superficial and embedded dirt. Abrasion. Loss of gold leaf exposing the bold. The most affected areas show the wooden substrate. Residues of cleaning products. Signs of old, severe infestations.

**Probable Deterioration Cause / Causes**


Lack of professional restoration and maintenance work.

**Previous Interventions**

- ✔ None

**Surveyors**

<table>
<thead>
<tr>
<th>Astresiano-Mallol.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>August, 2003</td>
</tr>
</tbody>
</table>

**Responsible**
**EMBASSY MAIN RESIDENCE**  
**BUENOS AIRES, ARGENTINA**  
**CONSERVATION CONDITION SURVEY**  
**COLLECTION OF FURNITURE AND OBJECTS D'ART**

<table>
<thead>
<tr>
<th>INVENTORY Nº</th>
<th>ITEM CODE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>14692</td>
<td>13250</td>
<td>105 - Grey Room</td>
</tr>
</tbody>
</table>

**OBJECT NAME**  
Cabinet

**GENERIC CLASSIFICATION**  
Furniture

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

**ORIGIN- SIGNATURES / MARKS**

**COMPONENTS AND TECHNIQUES**  

**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 Nº**  
8009

**DETAIL Nº**  
8012  
**VALUATION**  
$30,000

**CONSERVATION CONDITION**

- **SUPERFICIAL DIRT**
- **EMBEDDED DIRT**
- **FADING**
- **DETACHMENT**
- **LOSS**
- **EMBRITTLEMENT**
- **FLAKING**
- **CRACKING**
- **LACK OF ADHESIVENESS**
- **CHIPPING**
- **ABRASION**
- **MARKS**
- **DENTS / KNOCKS**
- **STAINS**
- **SIGNS OF INFESTATION**
- **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**

<table>
<thead>
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<th>ITEM CODE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>14769</td>
<td>15212</td>
<td>106 - Music Room</td>
</tr>
</tbody>
</table>

**OBJECT NAME**
Armchair

**GENERIC CLASSIFICATION**
Furniture

**SIZE**
h: 93cm. / w: 61cm. / depth: 48.5cm

**ORIGIN- SIGNATURES / MARKS**

**PHOTO N°** | **DETAIL N°**
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4004</td>
<td>10011</td>
</tr>
</tbody>
</table>

**COMPONENTS AND TECHNIQUES**
Giltwood and gesso frame. Padded back, seat and arms upholstered in silk fabric.

**DESCRIPTION**

**CONSERVATION CONDITION**

<table>
<thead>
<tr>
<th>□ SUPERFICIAL DIRT</th>
<th>□ LOSS</th>
<th>□ LACK OF ADHESIVENESS</th>
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<tbody>
<tr>
<td>EMBEDDED DIRT</td>
<td>EMBRITTLEMENT</td>
<td>CHIPPING</td>
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<td>DETACHMENT</td>
<td>CRACKING</td>
<td>MARKS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DENTS / KNOCKS</td>
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<td></td>
<td></td>
<td>STAINS</td>
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<td></td>
<td>SIGNS OF INFESTATION</td>
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<tr>
<td></td>
<td></td>
<td>OTHER</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>NONE</th>
<th>AMATEUR</th>
<th>PROFESSIONAL</th>
</tr>
</thead>
</table>

**SURVEYORS**
Astesiano- Mallol

**DATE**
August, 2003

**RESPONSIBLE**
### EMBASSY MAIN RESIDENCE
### BUENOS AIRES, ARGENTINA

#### CONSERVATION CONDITION SURVEY
#### COLLECTION OF FURNITURE AND OBJECTS D’ART

<table>
<thead>
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<th>INVENTORY N°</th>
<th>ITEM CODE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>16480</td>
<td>14213</td>
<td>106 - Music Room</td>
</tr>
</tbody>
</table>

#### OBJECT NAME
Console

#### GENERIC CLASSIFICATION
Furniture

#### SIZE
h: 95 cm / w: 48 cm. / l: 116 cm.

#### ORIGIN- SIGNATURES / MARKS

#### 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.

<table>
<thead>
<tr>
<th>PHOTO N°</th>
<th>9024</th>
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<table>
<thead>
<tr>
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<th>DETAIL N°</th>
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</thead>
<tbody>
<tr>
<td>5010</td>
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</tr>
</tbody>
</table>

#### CONSERVATION CONDITION
- ✓ SUPERFICIAL DIRT
- ✓ EMBEDDED DIRT
- ✓ FADING
- ✓ DETACHMENT
- ✓ LOSS
- ✓ EMBRITTLEMENT
- ✓ FLAKING
- ✓ CRACKING
- ✓ LACK OF ADHESIVENESS
- ✓ DENTS / KNOCKS
- ✓ CHIPPING
- ✓ ABRASION
- ✓ MARKS
- ✓ SIGNS OF INFESTATION
- ✓ STAINS
- ✓ 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
- NONE
- AMATEUR
- ✓ PROFESSIONAL

#### SURVEYORS
Astesiano- Mallol

#### DATE
August, 2003

#### RESPONSIBLE
**INVENTORY Nº** | **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.

**CONSERVATION CONDITION**

| |  
|---|---|---|---|---|---|---|---|---|---|
| ✓ | SUPERFICIAL DIRT | ✓ | LOSS | ✓ | EMBRITTLEMENT | LACK OF ADHESIVENESS | DENTS / KNOCKS | STAINS | SIGNS OF INFESTATION | 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

<table>
<thead>
<tr>
<th>INVENTORY N°</th>
<th>ITEM CODE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>14781</td>
<td>14213</td>
<td>110 - Loggia</td>
</tr>
</tbody>
</table>

OBJECT NAME
Pier table

GENERIC CLASSIFICATION
Furniture

SIZE
h: 86cm. / w: 43cm. / l: 100cm.

ORIGIN - SIGNATURES / MARKS

COMPONENTS AND TECHNIQUES
Carved giltwood and gesso. Marble top.

DESCRIPTION
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.

CONSERVATION CONDITION
✓ SUPERFICIAL DIRT
✓ EMBEDDED DIRT
✓ FADING
✓ DETACHMENT
✓ LOSS
✓ EMBRITTLEMENT
✓ FLAKING
✓ CRACKING
✓ LACK OF ADHESIVENESS
✓ CHIPPING
✓ ABRASION
✓ MARKS
✓ DENTS / KNOCKS
✓ STAINS
✓ SIGN OF INFESTATION
✓ OTHER

OBSERVATIONS

PROBABLE DETERIORATION CAUSE / CAUSES

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**

<table>
<thead>
<tr>
<th>INVENTORY Nº</th>
<th>ITEM CODE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>22394</td>
<td>16101</td>
<td>202 - Main Hall</td>
</tr>
</tbody>
</table>

**OBJECT NAME**
Lamp

**GENERIC CLASSIFICATION**
Lighting Fixtures

**SIZE**
h. 76cm. / Base: 16 x 16 cm.

**ORIGIN, SIGNATURES, MARKS**
Paul Conrad

**PHOTO Nº**
20605

**VALUATION**
$ 300.81

**COMPONENTS AND TECHNIQUES**

**DESCRIPTION**
Gilt bronze urn on a painted / giltwood base. Silk shade.

**CONSERVATION CONDITION**

<table>
<thead>
<tr>
<th>SUPERFICIAL DIRT</th>
<th>LOSS</th>
<th>LACK OF ADHESIVENESS</th>
<th>DENTS / KNOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMBEDDED DIRT</td>
<td>EMBRITTLEMENT</td>
<td>CHIPPING</td>
<td>STAINS</td>
</tr>
<tr>
<td>FADEING</td>
<td>FLAKING</td>
<td>ABRASION</td>
<td>SIGNS OF INFESTATION</td>
</tr>
<tr>
<td>DETACHMENT</td>
<td>CRACKING</td>
<td>MARKS</td>
<td>OTHER</td>
</tr>
</tbody>
</table>

**OBSERVATIONS**
Good conservation condition.

**PROBABLE DETERIORATION CAUSE / CAUSES**

**PREVIOUS INTERVENTIONS**

- NONE
- AMATEUR
- PROFESSIONAL

<table>
<thead>
<tr>
<th>SURVEYORS</th>
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<tr>
<td>Astesiano- Mallol</td>
<td>December, 2003</td>
</tr>
</tbody>
</table>

**RESPONSIBLE**
EMPASS AME RESIDENCE  
BUENOS AIRES, ARGENTINA  
CONSERVATION CONDITION SURVEY  
COLLECTION OF FURNITURE AND OBJECTS D'ART

<table>
<thead>
<tr>
<th>INVENTORY Nº</th>
<th>ITEM CODE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>16486</td>
<td>19400</td>
<td>102 - Great Hall</td>
</tr>
</tbody>
</table>

**OBJECT NAME**
Pothiche

**GENERIC CLASSIFICATION**
Decorative Object

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

**ORIGIN- SIGNATURES / MARKS**

<table>
<thead>
<tr>
<th>PHOTO Nº</th>
<th>DETAIL Nº</th>
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</thead>
<tbody>
<tr>
<td>13010</td>
<td>13012</td>
</tr>
</tbody>
</table>

**COMPONENTS AND TECHNIQUES**
Porcelain. Giltwood base.

**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**

|☑️| SUPERFICIAL DIRT | LOSS |
|☑️| EMBEDDED DIRT   | EMBRITTLEMENT |
|☐| FADING          | FLAKING |
|☐| DETACHMENT      | CRACKING |
|☑️| LACK OF ADHESIVENESS | CHIPPING |
|☐| DENTS / KNOCKS  | STAINS |
|☐| SIGNS OF INFESTATION | ABRASION |
|☐| OTHER           | MARKS |

**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 Nº | 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 Nº | DETAIL Nº
---------|-----------
20301    | 20303

COMPONENTS AND TECHNIQUES
Mahogany wood.

DESCRIPTION
Mahogany head and footboards with decorative carved motifs and scrolls.

CONSERVATION CONDITION

SUPERFICIAL DIRT
✓ EMBEDDED DIRT
    FADING
    DETACHMENT

LOSS
EMBRITTLEMENT
FLAKING
CRACKING

LACK OF ADHESIVENESS
CHIPPING
ABRASION
MARKS

DENTS / KNOCKS
STAINS
SIGNS OF INFESTATION
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
✓ NONE

SURVEYORS
Astesiano- Mallol

RESPONSIBLE

AMATEUR

PROFESSIONAL

DATE
December, 2003
High Chair