

## **Public Art Conservation Record**

*Note: To be completed by Artist as addendum to contract when artwork is purchased.  
One form for each individual artwork please.*

**Use additional sheets if you need more space but please type information.**

**Date:**

**Artist:**

**Address:**

**Phone Number/ Email:**

**Title of Work:**

**Date Work Completed:**

**Dimensions of Work (H x W x D):**

**Medium and Technique:**

(Supply brand names of materials whenever possible.)

1. Principle materials used in fabrication describe in detail (specific metal, brand name, source and manufacturer/ contact information).

If applicable, describe any electrical components used, supplier and operations manual:

2. Other materials used (screws, nails, glue, armature, etc.)

3. Preliminary work methods (drawings, models, etc.):

4. Equipment used in construction:

5. Final work methods, describe in detail (cast, welded, modeled, assembled, etc):  
If the piece has been cast, specifically how many have been and or will be produced?

6. Describe how final surface/ patina was achieved and how frequently surface should be considered for upkeep:

7. Protective coating and method of application:

8. Where and when was work completed? How long was work in progress?

**Installation:**

1. Please describe installation procedure in case artwork needs to be reassembled due to maintenance or relocation needs. Be specific about contractors, steps in progress and machinery used:

2. If work is comprised of more than one piece requiring special assembly, please supply documentation on how to install correctly (Photographs and drawings on separate sheet clearly labeled):

3. Can piece be exhibited inside and outside (if relocated)?

**Environmental Considerations**

1. Describe existing environmental factors that may affect the condition of the artwork and any precautionary measures that could be taken (sunlight, weather, human interaction etc.).

**Desired Appearance:**

1. If the work is site specific, please describe the relationship of the work to the site. Include any significant physical aspects of the site, if changed, that would significantly alter the intended meaning and or appearance of the work:

2. Describe any physical qualities the agency should strive for in order to maintain the artist's intent (matte rather than glossy luster, colors of patina etc.):

**Packing and Shipping Instructions:**

(Include Diagrams)

**Maintenance/ Conservation Instructions:**

Provide detailed instructions regarding the methods and frequency of maintenance for the artwork (with observations about permanency and durability of materials and techniques).

1. Routine maintenance suggestions:

2. Cyclical maintenance (less frequent and more extensive preventative measures):

**Conceptual Information:**

1. Provide conceptual information on the work, including subject, source and inspiration:

**ARTISTS SIGNATURE:** \_\_\_\_\_

**STAFF SIGNATURE:** \_\_\_\_\_

Printed Name:

Title: