

•Identify priority objects for Curatorial/Arche treatment o Review Provide guidelines on standardized packing, mounting and storage of objects in the new facility. Long term storage materials review, validation and recommendations Contribute to move contract specifications •Identify strategy for on-site Retained conservation support Conduct conservation survey Items of collections at risk Mitigation planning (pre,during, and post transit phases) Assessment and remediation of objects as required including IM tracking Post-move adjustments/enhancements to objects •Remediation of objects if Divestment required

iture Facilities

• Furniture & Equipment: Identify and confirm furniture and equipment required

• Existing Facility Preparation:

Lab cleanup, supplies

•New Facility Protocols: Preparation of Conservation Maintenance Plan

volumetrics

 Track and support maintenance of artifact data, provides report

Curatorial/Archeo Review

 Assess artifacts and share status

Retained Items

Tracking and all

artifacts from

existing

new facility

steps for retained

location/condition

to final location in

 Tracking and all steps for artifacts being divested from existing location to final removal from existing facilities

ent

• Tracking and all steps for documentation from existing location to final location in new facility

Facilities

- Move-In: the plan to set up first wave of staff preparing to receive collection and artifact move
- •Existing Facility Preparation: Identify Furniture/Equipment that is coming/not coming. Prepare for decommissioning.
- Furniture & Equipment: Procure new and track existing furniture and equipment
- Facility Operations Items: Directly related to operating and maintaining the larger facility
- •New Facility Protocols: Cleaning, OHS, etc

Conservation Services

Collections & Curatorial

Preventive Conservation

PCA Procurement:

Contract management

Support development of procurement tools.

Deliverables and Various Branch Roles

Archaeology

Chief Information Office:

Liaise with SSC

Provide, support collaborative tools.

Workplace Solutions and Security (WSS)

Curatorial/Arche o Review

- •Identify priority objects for treatment
- Develop and lead the implementation of pest management strategy
- •Develop IM process for object tracking and inventory control
- Long term storage materials review, validation and recommendations including specific collections storage solutions
- Identify collections requiring pre-shipping pest management
- Assess and prepare object as required: travel, pest management, hazardous materials, climate control.
- Imaging during and/or after packing

Divestment

Retained

Items

- Hazardous objects
- •Remediation if required

Facilities

- Existing Facility Preparation: Hazardous waste management
- Furniture & Equipment: Identify and confirm furniture and equipment required
- •New Facility Protocols: Pest Management Plan
- Facility Operations Items: Air quality monitors

Divestment

- Removal of built heritage objects from collections facilities
- Heritage plaques

Curatorial/Archeo Review

Built Heritage &

Heritage

Designations

- •Identify and assess regional reference collections
- Review of archaeological extant
- Identify priority objects for treatment

Documentation

- •Documentation sorting
- Provide information about objects

Divestment

Return 3rd Party collections

Existing Facility
 Preparation:
 prepare for
 decommissioning,
 removal of field
 equipment and
 documentation

Facilities

Facilities

- Existing and New Facility Preparation: Fit-up and decommissioning, leases
- •Furniture & Equipment: disposal of surplus furniture/equipment
- **Security:** security protocols during move.

COLLECTION CONSOLIDATION PROJECT MOVE COMPONENT PROPOSED REPORTING STRUCTURE

Progress reports to ED (Project Sponsor) and VP IACH



Director Level Team (as required)

IACH Directorate Branches and Project Stakeholders (Workplace Solutions and Security (WSS), Procurement, CIO)

Director level meetings as required





Project Delivery Services

Senior Project Manager



Transition Management Team (Manager Level)

Some functions only as required:

Collections, Curatorial

Conservation Science, Preventive Conservation

Archaeology, Terrestrial and Underwater

Workplace Solutions and Security

Built Heritage, Heritage Designations



Project Delivery Services

Project Coordinator





Work Group Point Persons

Collections/Curatorial

Work Group Supervisory Function Team (IACH Directorate Branches Supervisory Levels, with point persons from other Directorates as required)

Collections, Curatorial

Conservation Science, Preventive Conservation

Archaeology, Terrestrial and Underwater

Workplace Solutions and Security

Meeting Cycle for Management Team: monthly or bi-weekly as required.

STEPS:

- Directors advise relevant manager of their role.
- Managers assign themselves or point person to move component.
- Point person works with Supervisors, and takes on or delegates tasks in one or more work groups.

2-week Work and Meeting Cycle for Supervisory Team and all Work groups





Staff assigned to work groups

Collections/Curatorial, Conservation, Preventive, Archaeology, Workplace Solutions and Security, Built Heritage, Heritage Designations