

Specification of the requirements for the expanded C

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Date: V1. May 2025

Note 1: The new Museum building (7 - 8 Market Hill) must

Note 2: "Staff" below are defined as Museum staff and

Note 3: The racking arrangements will be worked out by a

Note 4: Details in this specification may change.

| Ref | Desirability | Specification |
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| 1.0 | | General building arrangement |
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The main museum building should contain five

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| 1.1 | Essential | Zone 1: secure collections storage |
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| 1.2 | Essential | Zone 2: staff office space, non-collections storage, |
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| 1.3 | Essential | Zone 3: a secure public research room, where public are admitted on production of ID and are supervised |
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| 1.4 | Essential | Zone 4: fully open public gallery spaces requiring environmental control for object conservation |
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| 1.5 | Essential | Zone 5: public space not requiring conservation conditions; these include toilets, café and shop |
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| 1.6 | Essential | Zone 6: flexible public space utilising the existing museum building; to include the installation of a |
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- 1.7 Desirable The routes between Zone 1 and Zone 3 should be as short as possible, with a minimum of corners, as

2.0 Zone 1: secure archives storage

- 2.1 **Essential** **The archive storage areas should total a floor**
- 2.2 Essential Temperature and relative humidity to be continuously monitored
- 2.3 Essential All collections storage areas to be held inside the range 16-22 degrees Centigrade; fluctuations within
- 2.4 Essential All collections storage areas to be held inside the range 35-60% relative humidity; fluctuations within this range are acceptable as long as they are gradual
- 2.5 Desirable The preference is that these environmental conditions should be achieved through high thermal inertia, low air infiltration rates and hygroscopic buffering, thereby keeping active air conditioning to
- 2.6 Essential The air infiltration rate should not exceed two air changes per day
- 2.7 Desirable An enclosed space, with doors at either end, between areas within the building which have
- 2.8 Essential The structural elements of the collections store, and all gallery spaces, including the doors, should be designed to provide four hours of fire resistance
- 2.1 Essential Air-conditioning plant (if needed), heating, electricity, water supplies and drainage should be situated outside the collections storage areas and not in a position that is accessible only through it.
- 2.11 Essential Either no windows (ideal) or small, unopenable, strengthened, double-glazed and barred windows (acceptable)
- 2.12 Essential No roof lights
- 2.13 Essential Strongly constructed lockable doors, the lock to be
- 2.14 Desirable Floors and doorways should be level and uninterrupted by steps, sills, grilles etc in order to
- 2.15 Desirable False ceilings to be avoided
- 2.16 Essential The air in the storage areas should be kept free of
- 2.17 Desirable General illuminance in the collectionss storage areas should be between 100 and 300 lux. High frequency dimmable tubular fluorescent lamps are
- 2.18 Desirable All collections storage areas to be equipped with automatic fire extinguishing systems (eg gas suppressant)

- 2.19 Essential Circuits: switches should be placed outside the repository to isolate the electrical circuits that serve
- 2.2 Essential None of the collections storage areas should have water or other liquid-bearing pipes passing through or immediately above them
- 2.21 Desirable collections storage areas are equipped with water sensors or alarms (or these are unnecessary because of other measures)
- 2.22 Desirable collections storage areas are equipped with emergency drainage to cope with water arising from flooding or fire extinguishing
- 2.23 Desirable Electricity power points to be evenly distributed around the storage space to maximise flexibility of use
- 2.24 Essential The store can be on more than one floor. The floors of upper storeys must be constructed solidly enough
- 2.25 Essential If the building is located in a flood plain, the building must be designed in a way which minimises the risk to the storage from flooding

3.0 Zone 2: staff facilities

- 3.1 **Essential** **Staff office to accomodate desks, equipment**
- 3.2 Essential Director's office to accommodate the Museum's Director, including desk and meeting table.
- 3.3 Essential Storeroom to accommodate 6 filing cabinets, 2 large lockable cupboards and shelving for general storage
- 3.4 Essential Staff common room including kitchen facilities for staff and volunteers to use. To include handwashing, storage, lockers, basic kitchen facilities including drinkable water.
- 3.5 Essential A commercial kitchen space and food preparation area for the café, to incorporate oven and hob facilities, extractor fans, sinks, sufficient counter-top
- 3.6 Essential A food storage area for the café, to include freezer and refridgerators, shelving for dry goods. This must be easily cleanable to meet food hygiene regulations and avoid pests which could spread to other parts of the building.

4.0 Zone 3: secure public facilities (research room)

- 4.1 **Essential** **Space for consulting documents, using books**
- Essential This space to be within the range 40-65% relative humidity, and a temperature not exceeding 25
- 4.2 Essential Bookshelves to line the walls, to accommodate the Cromwell Association Library (500 books); Farah

- 4.3 Essential Room needs to be securable and accessible only by staff or researchers facilitated by staff.
- 4.4 Essential Room needs to have wifi and power sockets for researcher use; table for researchers to set up on.
- 4.5 Essential Room needs to be fully accessible for users with disabilities.

5 Zone 4: Exhibition Galleries

- 5.1 Essential **Temperature and relative humidity in gallery**
- 5.2 Essential All gallery spaces to be held inside the range 18-22 degrees Centigrade; fluctuations within this range
- 5.3 Essential All collections storage areas to be held inside the range 35-60% relative humidity; fluctuations within this range are acceptable as long as they are gradual
- 5.4 Desirable The preference is that these environmental conditions should be achieved through high thermal inertia, low air infiltration rates and hygroscopic buffering, thereby keeping active air conditioning to
- 5.5 Essential The structural elements of the gallery spaces, including the doors, should be designed to provide four hours of fire resistance against a fire occurring either inside that space, any adjacent part of the building or from sources outside the building
- 5.6 Essential Air-conditioning plant (if needed), heating, electricity, water supplies and drainage should be situated outside the galleries and not in a position that is accessible only through it.
- 5.2 Essential Windows to be unopenable, strengthened, double-glazed and secure. All windows must be coverable internally by shades, blinds or interpretative panels
- 5.3 Essential No roof lights
- 5.4 Essential Strongly constructed lockable doors should be
- 5.5 Desirable Floors and doorways should be level and uninterrupted by steps, sills, grilles etc in order to maximise accessibility for visitors.
- 5.6 Desirable False ceilings to be avoided
- 5.7 Essential General illuminance in the galleries should be
- 5.8 Essential Electricity power points to be evenly distributed around the galleries to maximise flexibility of use
- 5.9 Essential Galleries should be laid out as per the interpretative plan; one gallery should be a flexible space for

- 5.11 Essential Floor loadings need to be able to accommodate the weight of exhibition cases, potentially heavy
- 5.12 Essential All gallery spaces to be open and welcoming to encourage family users; all spaces to meet and exceed DDA requirements for accessibility.

6 Zone 4: non-display public facilities

- 6.1 **Essential** **Museum reception and shop space, to provide**
- 6.2 Essential Café or tea room facility, with access to outdoor space for outdoor dining. This must be able to be used flexibly as a visitor facility during the daytime and for private hire or events out of normal opening
- 6.3 Essential Toilets for use by visitors; suggest these should be individual cubicles that are gender neutral. This to include disabled toilet facilities with baby changing provision.
- 6.4 Desirable Changing places toilet for visitors with profound disabilities
- 6.5 Essential Physical access to all public areas to meet DDA
- 6.6 Desirable A small storage area for buggies, luggage etc
- 6.7 Desirable A space that can be a quiet space for neural-

Entire building (not zone-specific):

7.0 Fire prevention and detection

- 7.1 **Essential** **All parts of the building to be fitted with fire and**
- 7.2 Essential Detectors linked to a 24 hour monitoring service or direct to the fire service
- 7.3 Essential Smoke alarms of the VESDA type
- 7.4 Essential All wiring in building is flame retardant
- 7.5 Essential Doors should be self-closing in the event of a fire
- 7.6 Essential Stairways, lift shafts and other vertical openings should

8 Water supply

8.1 **Desirable** **Risk of damage to documents whether in the**

9.0 Security

- 9.1 **Essential** **Entire building protected by intruder alarms,**
- 9.2 Essential Building has recorded external and internal CCTV
- 9.3 Essential Detectors linked to a 24 hour monitoring service or
- 9.4 Essential Panic alarm at front desk with link direct to the police

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| 9.5 | Essential | All windows securable with bandit-proof glass and |
| 9.6 | Essential | Building and security to meet National Security |
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| 10.0 | | Materials and construction |
| 10.1 | Desirable | <u>Walls, floors and ceilings should be made of a</u> |
| 10.2 | Essential | Floors and floor coverings should be hard-wearing, easy to clean, not prone to creating dust, non- |
| 10.3 | Essential | Materials, paints and coatings should be of a sort that minimises the emission of harmful substances in the event of fire and avoid acidic gases and |
| 10.4 | Essential | Possible entry points for vermin, insects, birds etc should be sealed with appropriate screens, blockings or filters |
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| 11 | | Upper storey access |
| 11.1 | Essential | <u>lifts must be large enough to take trolleys, large</u> |
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| 12 | | Environmental Impact |
| 12.1 | Desirable | <u>Building should use where possible an</u> |
| 12.2 | Desirable | Solar panels to be installed for electricity generation on the rear elevations of the roof |
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| 12.3 | Essential | Building to be insulated as possible to ensure energy efficiency, whilst not compromising |
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| 13 | | Zone 6: Existing Museum Building |
| 13.1 | Essential | Historic fabric, appearance and integrity to be |
| 13.2 | Essential | Building to be usable as a flexible space for school and visiting groups; for events and lectures; as an exhibition space; as a cinema or meeting room. As |
| 13.3 | Desirable | Existing airhandling system to be removed and |
| 13.4 | Essential | Insertion of internal block (in area of existing |
| 13.5 | Essential | Roll down screen and discreet sound system, with |
| 13.6 | Essential | Wall displays to extend interpretation about story |
| 13.7 | Essential | Building to remain securable, but should be able to |
| 13.8 | Essential | Discreet and secure storage should be integrated |

romwell Museum (using 7 - 8 Market Hill as well as existing Museum building)

Justification

Museum Association, ICON and BS Standards

Good working practice

Good working practice

Good working practice

Good working practice

Based on existing collections storage in
Museum Collections Trust guidance and standards

<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
[BS:PD5454:2012](https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf)

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BS:PD5454:2012

BS:PD5454:2012

Based on likely full-time staff requiring desks x

<https://www.food.gov.uk/business-guidance/setting-up-your-food-business-premises>

<https://www.food.gov.uk/business-guidance/setting-up-your-food-business-premises>

PD5454:2012: Section 4.10.2

Based on assessment of current need.

Museum Collections Trust guidance and standards
<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
<https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>
[BS:PD5454:2012](https://cdn.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf)

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Audience Development Report

Audience Development Report

Audience Development Report
Audience Development Report

Audience Development Report

Audience Development Report

Disability Discrimination Act/s
Audience Development Report

Audience Development Report

PD5454:2012 Section 7.5.2
PD5454:2012 Section 7.5.3

PD5454:2012 Section 7.3.4
PD5454:2012 Section 6.4.4
PD5454:2012 Section 6.4.5

PD5454:2012 Section 6.5

PD5454:2012 section 5.2
PD5454:2012 section 5.2
PD5454:2012 section 5.2
PD5454:2012 section 5.2

<https://www.gov.uk/guidance/government->

PD5454:2012 Section 6.3.3

PD5454:2012 Section 6.3.3

PD5454:2012 Section 6.3.3

PD5454:2012 Section 6.6

DDA Requirements, Audience Development

Museum business plan

Museum business plan

Museum business plan, Listed Building Status

Listed Building status, Town plan, Museum business plan

Museum business plan; Audience Development
Plan

Museum business plan; Audience Development

Museum business plan; Audience Development

Museum business plan; Audience Development

Museum business plan; Audience Development

Museum business plan; Audience Development

Museum business plan; Audience Development