**Condition Report**

*Original to Master File (new acquisition)*

*OR*

*1 copy to Loans File AND 1 copy to Lender/Borrower (loan)*

**Institution Name**:

**Accession Number**:

**Object Name/Title**:

**Permanent Location** *(Building/Room/Unit/Shelf)*:

**Dimensions** *(Length/Width/Height/Depth/Other)*/**Units**:

**Brief Description**:

**Surface Markings**:

**Name of Artist/Maker**:

**Technique**:

**Material(s)/Medium** *(in order of prevalence)*:

**Current Condition Detail** *(observations; previous treatments, repairs or alterations)*:

**Damage** *(check where appropriate)/***Location** *(provide diagrams where necessary)*

☐ abrasion

☐ addition

☐ alteration

☐ bleeding

☐ break

☐ brittle

☐ bulge

☐ chip

☐ cleavage

☐ cockling

☐ corrosion

 ☐ active ☐ inactive

 ☐ patina

☐ crack

☐ crease

☐ dent

☐ dirt/soil:

 ☐ grime ☐ surface

 ☐ ingrained ☐ dust

☐ discolouration:

 ☐ localized ☐ overall

☐ fading/bleaching

☐ flaking

☐ folds

☐ frayed

☐ gouge

☐ hardened

☐ hole

☐ loss of finish/paint

☐ loose parts

☐ missing parts

☐ mould/mildew

☐ previous repair

☐ scratch/scrape/rub

☐ signs of infestation:

 ☐ vermin ☐ insect

☐ split

☐ stain

☐ tear

☐ unglued

☐ warp

☐ weakness

☐ wear

**Reason for Condition Report**:

☐ New Acquisition ☐ Loan, outgoing ☐ Loan, incoming

☐ Damage ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibition and Storage Recommendations**:

Care and Handling:

Environmental Conditions:

Suggested Mounts:

**Current Condition Date**:

**Condition Examiner Name**:

**Signature**:

*Please attach photographs and/or detailed sketches of object.*

*Note: Condition Reporting terms found in Handbook Glossary*