

Appendix A1

CRRM Requirements for Conservation or Maintenance Project Proposal

Introduction – The following information is necessary for the Collections Management Committee to reach a conclusion about a proposed conservation or maintenance project. Based upon the information provided, along with other detailed reports, a preliminary decision can be reached as to whether or not to proceed with the project.

When at all possible, non – invasive procedures regarding the gathering of information are to be used in the preparation of this proposal.

Requirements

- A. Current Condition of Artifact
 - 1. Structural, body, mechanical, electrical components
 - 2. Cosmetic appearance
 - 3. Completeness/ incompleteness of artifact (availability of missing items)

Reasons for Maintenance or Conservation Request

- A. Significance to Mission of CRRM
 - 1. Example of major type
 - 2. Technological advance
 - 2. Other
- B. Functional Value for Museum Railroad Operations
- C. Personal Desire to See Item conserved or maintained

Suggested Conservation or Maintenance Goals

Scope of Project

- A. Configuration/ era (as built or rebuilt) and work necessary to achieve
- B. Necessary changes from current configuration
- C. Major compromises necessary to achieve desired configuration
- D. Necessary use of Outside Sources (Machining, welding, etc)
- E. Estimated Materials (See Job Aid No. 1, Appendix B)
- F. Estimated Man Power (See Job Aid No. 2, Appendix B)

How These Goals will be Achieved

- A. Project Plan
 - 1. Phases
 - 2. Review Points
 - 3. Expected duration of project
 - 4. Time dependency of project

- B. Leadership and Supervision
 - 1. Project Manager
 - 2. Historical / Technical Advisors
 - 3. Craft Specialists

- D. Sources of Funding for Project
 - 1. Museum Funded
 - 2. Dedicated Funding
 - 3. Outside Funding
 - a. Grants
 - b. Restricted Donations
 - c. Private Contributions
 - d. Other

It is suggested that if you have any questions, you discuss them with a member of the Collections Management Committee before completing the preliminary Project Proposal report.