



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

CHECKLIST

Are you ready for an art loan from the OPW State Art Collection?

- Is your building/office an OPW-managed property?
- Are staff (incl. contractors, cleaners, security) familiar with our *Information for Borrowers* booklet?
- Is your office/Department in this location for the foreseeable future?
- For new buildings/offices: have you completed your settling-in period?
- Has all the furniture you require (incl. any wall-mounted objects) been installed?
- Are you planning any renovations or refurbishment in the near future that might affect the safekeeping of artworks?
- Are the building walls in good enough condition to receive the artworks? Do you need to paint the walls first?
- Historic buildings: have you checked with relevant authorities that you can install art on your walls/wood panels?
- Are there any heat/damp/leak issues in your building that might place art on loan at risk of damage?
- Is the building/office secure and safe?
- Is the building open to the public? Please advise so we can use appropriate fixings for artworks in publically accessed areas.
- Have staff been informed of the loan request and upcoming art installation? Has their input been sought if the loans are for a shared office, for example?
- Do you have on-site storage that is safe and secure in the event artworks have to be removed and stored until OPW Art Management staff can come and collect them?
- Are you prepared to sign the loan agreement stating that the Department is responsible for the safekeeping of the artworks for the duration of the loan?