



# **PUBLIC ART MAINTENANCE PLAN**

**TO BE COMPLETED BY  
THE OWNER OF THE  
ARTWORK AND BY  
THE ARTIST**

**PART 1** of the **PUBLIC ART MAINTENANCE PLAN** is due by final site plan approval and once artist selected is to be completed by the Artwork Owner. When possible, please supply brand names of materials used; product sheets; and, if necessary, attach additional pages to more fully complete this form.

Artist(s): \_\_\_\_\_

Type of Artwork: \_\_\_\_\_

Location of Artwork: \_\_\_\_\_

**Artwork Owner (responsible for maintenance and repair of artwork)**

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Commissioning Public Art Agent (if different from owner)**

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Artist(s) Contact Information (attach additional pages if necessary)**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Webpage: \_\_\_\_\_

Artwork Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2** of the **PUBLIC ART MAINTENANCE PLAN** is due at the issuance of the certificate of occupancy and is to be completed by the artist. When possible, please supply brand names of materials used; product sheets; and, if necessary, attach additional pages to more fully complete this form.

**Medium and Technique**

1. Principle materials used in fabrication, describe in detail (i.e., specific metal, brand name, source, manufacturer, etc.). If applicable, describe any electrical component used; their operation and supplier.
  
2. Other materials used, such as screws, nails, glue, armatures, etc.:
  
3. Equipment used in construction:
  
4. Final work methods, describe in detail (i.e., cast, welded, carved, modeled, thrown, assembled, etc.):
  - a. If the work has been cast, specify how many have been and/or will be produced:
  
5. Describe how final surface/patina achieved:
  
6. Protective coating and method of application:
  
7. Where work was completed (i.e., name of studio, foundry, etc.):
  
8. Date work was completed:
  
9. Additional comments:

## PART 2 CONTINUED

### **Installation**

1. Are there any special installation considerations, (i.e., viewing height, measured distances from relative objects, etc.)? If work is comprised of more than one piece requiring special assembly, supply documentation on how to install correctly, please provide photographs or sketches.

### **Environmental Factors**

1. Describe existing environmental factors which may affect the condition of the artwork and any precautionary measures which should be taken (e.g., direct sunlight, extremes of annual rain or snowfall, temperature, air moisture or dryness, acidity of rainfall. Flooding, wind, vibrations, air pollutants, vehicular and/or pedestrian traffic; animal interaction with artwork – potential for nesting, droppings, etc.; human interaction with artwork – touching, sitting, climbing, vandalism):
  
2. Describe normal changes in the materials that may occur as part of the normal process of being exposed to the environment:

### **Desired Appearance**

1. Describe in specific terms and, if necessary, with drawings or photographs, the physical qualities for which the responsible agency should strive to maintain the artist's intent (e.g., matte rather than glossy luster, color of patina). As related to natural aging of materials, what may be an acceptable alteration in form, surface, texture, coloration?
  
2. Is the work site specific? \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If the work is site-specific, describe in detail the particular relationship of the work to its site, including any significant physical aspect of the site that if altered would significantly alter the intended meaning and/or appearance of the work. (e.g., landscaping, addition of new public artworks, seating, etc)

## **PART 2 CONTINUED**

### **Maintenance/Conservation Instructions**

Please provide detailed instructions regarding the methods and frequency of maintenance for the artwork (with observations regarding permanency/durability of materials and techniques).

1. Routine maintenance (e.g., removal of dust and dirt; maintenance of protective surfaces; tightening, adjusting, oiling, etc.):
  
2. Cyclical maintenance (less frequent and more extensive preventive measures, e.g., disassembly and inspection; reapplication of protective sealers, repainting, etc.):

### **Additional Attachments:**

1. Preliminary work methods (i.e., measured drawings, scale models, etc.).
2. Packing and Shipping Instructions (include diagrams) (if appropriate)
3. Conceptual information on the artwork, including subject, sources of inspiration.