

The Cataraqui Archaeological Research Foundation

Physical Plant

The offices and facilities of the Cataraqui Archaeological Research Foundation are located at the Kingston Archaeological Centre, a twentieth century building which has been modified to suit our needs for the purpose of acquiring, conserving, studying, interpreting, assembling and exhibiting a collection of artifacts for the enjoyment and instruction of the general community as well as the specialist scholar.

1. To ensure the safety of employees, volunteers, students, and visitors within the Kingston Archaeological Centre, and to ensure the security of artifacts in storage and on display at the Centre.
2. This site of approximately 5736 square feet is apportioned to effectively accommodate the various functional requirements of the Foundation. Approximately 653 square feet is consigned for office and administrative space. The Gift Shop and visitor reception accounts for 150 square feet. About 512 square feet is on-site study space where staff and interested general public may undertake research in the library and archives.
3. The conservation laboratories and collections storage occupy 1005 and 1165 square feet respectively. 597 square feet is allotted for permanent and changing interpretation and display space. 919 square feet for meeting and public lecture space.
4. 612 square feet is dedicated to storage. Field equipment and tool storage is kept off-site.
5. The conservation laboratory, the storage areas, and the display and interpretation Centre employ temperature and humidity monitoring and regulation equipment. These conservation and storage areas are accessible only by staff who maintain the cleanliness and orderliness of the areas.
6. The display space employs a system of controlled illumination appropriate to the recommended conservation standards and artifacts of particular high value or rarity are protected within secure cabinets or other furniture designed to prevent damage through unauthorized handling.
7. The security of the site, its collection and its records is continually evaluated with appropriate upgrading of security technology added as required. As owners of the building and property the Cataraqui Archaeological Research Foundation is primarily responsible for the maintenance and upkeep of the facility, in accordance with the Foundation's Standard procedures and Emergency Plan. These are currently being developed as preparation in the event of fire, theft, flood or other.

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8. To maintain a facility which will assure the physical safety of its occupants and visitors through:
 - a) Ensuring appropriate structural maintenance of the building site and its immediate environs.
 - b) Posting of a floor plan displaying locations of emergency equipment as well as all exits at each point of entrance.
 - c) Clearly labeling all exits.
 - d) Maintaining a sufficient distribution of clearly identified fire extinguishers in accessible locations throughout the site.
 - e) Training of staff and volunteers in emergency procedures of personnel evacuation (fire drills)
 - f) Establishing of standard policies of safe laboratory practice as, for example, with the use of ladders, tools, chemicals, etc., as well as policies regarding occupancy after regular hours.

9. To maintain a facility which will assure the safe-keeping and well-being of artifacts, including documents and records, through:
 - a) Ensuring appropriate structural maintenance of guiding site, including plumbing and electrical services.
 - b) Monitoring and control of light levels, temperature, and relative humidity.
 - c) Maintains secure cabinetry for the display of artifacts.
 - d) Employment of a fire and intruder alarm system within the facility, with links to external emergency services.
 - e) Ensuring that conservation-approved materials and methods are used in all display and storage areas.
 - f) Training of staff and visiting researchers in the careful handling, where required, of artifacts from the Foundation's collections.
 - g) A disaster/emergency plan which includes retaining of alternate sites for temporary relocation of threatened or damaged artifacts, and providing of emergency conservation treatment where required.