

Artwork Conservation or Relocation: Final Review Checklist

Please provide one copy of each item, unless otherwise noted, and one disk with digital files of each item.

Project:

Submission Date:

Application signed by the Commissioner or designated City agency representative

Final Report

Format:

- PDF, preferably no larger than 3MB
- Printout at 8.5" x 11"
- For PDFs larger than 3MB: nine (9) copies of the printed report, collated and stapled, in addition to the PDF

Content:

- Title of artwork, artist's name, date of artwork completion and installation (if different), media/materials, dimensions and location
- Any updates to the conditions documented in the preliminary proposal
- Completed treatment and/or relocation methods and materials
- Photographs documenting the work with explanatory captions
- Maintenance specifications

Photographs of Completed Work

- Minimum of three (3) views
- Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
- Labeled on the back to indicate view