

Artwork Conservation or Relocation: Preliminary 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
- A curriculum vitae** for conservators, fabricators, and fine art handlers, including examples of similar work
- Proposal**
 - Format:
 - PDF, preferably no larger than 3MB
 - Printout at 8.5" x 11"
 - For PDFs larger than 3MB: nine (9) hard copies, 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
 - Location plans (borough and neighborhood)
 - History and description of artwork
 - Treatment history
 - Condition report, including photographs with captions
 - Proposed treatment and/or relocation methods and materials
 - A site plan (if applicable) of current and proposed locations (minimum scale: 1" = 40')
 - Rendering/mockup of artwork in new location (if applicable)
- Existing Conditions Photographs**
 - Minimum of eight (8) views
 - Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
 - Labeled on the back to indicate view