



## Appendix: Sample report templates

### Sample Report 1

#### Baseline Condition Report: Paintings and Their Frames

##### Identification of the work

Artist or attribution:	Framed:	Yes	No
Title:	Frame dimensions:		
Medium and technique:	Backing board:	Yes	No
Signed/Date:	Glazing:	Yes	No
Painting dimensions:	Accession number:		
Owner or custodian:			

##### Painting condition status

Can the painting be safely handled?	Yes	No			
Is the painting in suitable condition for display?	Yes	No			
Is the painting in suitable condition for loan?	Yes	No			
Condition summary:	Excellent	Good	Fair	Poor	Very poor
Comments:					

##### Frame condition status

Can the frame be safely handled?	Yes	No			
Is the frame in suitable condition for display?	Yes	No			
Is the frame in suitable condition for loan?	Yes	No			
Condition summary:	Excellent	Good	Fair	Poor	Very poor
Comments:					

**Additional information**

Labels and inscriptions:

**Paint layer(s)**

Description of paint layer(s):

Condition of paint layer(s):

Cracking	Cleavage	Flaking	Crumbling	Tenting
Scratches/abrasions	Losses	Inpainting	Surface dirt	Fading

Other:

**Ground layer**

Description of ground layer:

Condition of ground layer:

Cracking	Crumbling	Cleavage	Losses
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Other:

**Surface coating**

Yes	No	Not determined
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Condition:

Glossy	Matte	Uniform sheen	Surface dirt or accretions
Streaky	Yellowed	Cracking or crazing	

Other:

**Primary support**

Description:	Canvas	Wood	Hardboard	Card	Metal	Glass
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Other:

Condition:

Paintings on canvas	Wood and hardboard panels	Metal, glass, porcelain
Distortions Bulges Taut or slack Holes Tears Evenly secured to auxiliary support Brittle Stained Discoloured Water damage Insect damage Mould damage Lining present Tacking margin present Tacking margin weak or intact Rusting of tacks Previous restorations Other:	Warping Buckling Checking or splitting Condition of joints Breaks Losses Corners delaminating Detachment of attached support Water damage Dirt and stains Insect damage Mould damage Previous restorations Other:	Bends Distortions Breaks Losses Corrosion Dirt and staining Previous restorations Other:

**Secondary or auxiliary support**

Description of wood and structure

(e.g. stretcher with keys, stretcher with turnbuckles or strainer; presence of cross members):

Condition:

Wood straight or warped

Keys secured

Wood split along bar or at corner

If stretcher has turnbuckles, condition of hardware

Tenon ends protruding

Dusty or dirty

Tenon split or cracked

Other:

Missing keys

## Frame

Description of the frame:

Condition of the frame:

Overall structurally stable	Spacer between glazing and paint surface
Corner joints secure	Rabbet padded
Gaps in the corners	Liner, if present, securely attached
Splits or cracks	Painting well secured in frame
Losses to surface finish	Painting too tightly fitted
Losses to decorative elements	Painting too loosely fitted
Refinished or restored surfaces	Frame dirty or stained
Insect damage	Hanging mechanism secure, adequate
Glass glazing chipped or cracked	Wire in good condition
Acrylic glazing scratched or abraded	

Other:

## Recommendations

Special requirements for handling, display or storage:

Treatment required for painting?	Yes	No	Major	Minor
Treatment required for frame?	Yes	No	Major	Minor
Improvements to framing method?	Yes	No	Major	Minor

**Examined by:**

**Date:**

# Sample Report 2

## Cursory Inspection Report

Artist:

Title:

Accession number:

**Special precautions:**

Date	Location	Examiner	Comments/Action taken