

## INSTALLATION ART

STRUCTURE	CHECKLIST
Summary description	<ul style="list-style-type: none"> <li>- Description of what the installation should look and sound like if operating correctly</li> <li>- Installation space, key components, their function and effect</li> <li>- Relation between the components and between components and installation space</li> <li>- Aspects of the work which are key to a successful installation (site specific, time specific, difference to previous presentations, possibilities for modification)</li> <li>- Reference to installation photographs, plans, video...</li> <li>- Authenticity, sources, methods of examination</li> </ul>
Installation space	<p>Description of the space with numbered plans showing</p> <ul style="list-style-type: none"> <li>- Space specifications: construction (ceiling/false ceiling, floor, walls...), measurements (minimum/maximum dimensions), materials, colour</li> <li>- Access: entrance/exit, public flow, barriers, position of benches, numbers of viewers at the time...</li> <li>- Power supply, general wiring diagram</li> <li>- Distribution of elements: position of speakers/projectors/players etc) and equipment cupboard (access, visibility), space between plinths and height of plinths</li> <li>- Projection specifications: projection surface (material, colour), projection/viewing distances</li> <li>- Acoustic specification: sound levels, sound insulation</li> <li>- Lighting specification: light levels, quality of light, direction of light, corridors to limit light or sound spill</li> <li>- Any other construction required?</li> <li>- Authenticity, sources, methods of examination</li> </ul>
<p>Components/elements/ materials Fabrication/Assembling <i>(considered as part of the work)</i></p> <p>Note: For specific object types (e.g. paintings, video tapes...) choose specific checklist</p>	<p>Detailed description of</p> <ul style="list-style-type: none"> <li>- Units/components/elements</li> <li>- Materials (type of material, location, origin of the material, supplier, material added or removed by artist during reinstallation...)</li> <li>- Method of fabrication, structure, construction, assembling (conceptual, commissioned, artist himself, assistants, manufacturer, equipment for production...)</li> </ul> <p>Time based media and electro technical components considered as part of the work</p> <ul style="list-style-type: none"> <li>- Number of channels/media type (e.g. Single Channel, Number of Slides per carousel)</li> <li>- Primary mode of presentation (e.g. monitor, rear-projection...)</li> <li>- media formats artist original/archive master/exhibition copy, sound, colour</li> <li>- Projection specifications: projection surface (material, colour), projection/viewing distances, size/dimensions of image, distance from ground/walls/ceiling</li> <li>- Accompanying equipment (considered as part of the work!) and number of items:</li> </ul> <p>Monitor specifications: make, model, type, serial no., quality, supplier, b/w, colour, internal/external sound, screen size, frequency (50 Hz, 100 Hz), minimum/preferred system requirements</p> <p>Projector specifications: make, model, type, serial no., quality, supplier, lighting requirements (lumen, bulbs), lenses, minimum/preferred system requirements</p> <ul style="list-style-type: none"> <li>- Other devices (Make, Model, Type, Serial No., 240 Volt/120 Volt, rating in amps, power conditioning required, capacity under/without load, rotational frequency, detailed specifications etc.)</li> </ul>

Equipment for Presentation  
(not considered as  
permanent part of the  
work)

- Are components intended to be visible? Difficult to replace? easily replaceable with identical make and model (replacement value)? In case of replacement: minimum system requirements...

- Reference to installation photographs, plans, files, video...
- Authenticity, sources, methods of examination

Description of equipment/material required to exhibit the work but not considered as permanent part of the work (e.g. playback equipment, spares and consumables, cables, lamps, plinths, timer...)

- Building material (walls, false ceilings, special paints etc.)
- Furniture, equipment cupboard, plinths, benches, barriers, special signage etc.
- Other (fruits, plants...)

- Playback equipment: Hardware, Minimum/preferred system requirements

Monitor specifications: make, model, type, serial no., quality, supplier, b/w, colour, internal/external sound, screen size, frequency (50 Hz, 100 Hz), minimum/preferred system requirements

Projector specifications: make, model, type, serial no., quality, supplier, lighting requirements (lumen, bulbs), lenses, minimum/preferred system requirements

- Audio equipment: qualification speakers, format, minimum/preferred system requirements

- Other devices (Make, Model, Type, Serial No., 240 Volt/120 Volt, rating in amps, power conditioning required, capacity under/without load, rotational frequency, detailed specifications etc.)

- Is equipment intended to be visible? Difficult to replace? easily replaceable with identical make and model (replacement value)? In case of replacement: minimum system requirements...

- Screens, filters
- Lighting equipment (e.g. bulbs, spot lights)
- Electric supply, accessories, (Cable junction, extensions, aerial cable...)
- Cable specifications (wiring diagram)
- Backup equipment
- Spare parts, missing elements

Installation instructions

- Reference to instructions of the artist/manufacturer/artists proof/manual

See: Storage/Handling/  
Installation

Operational notes

- Operation manual, Remote Control
- Presentation in Loop, Play, Fade In, Fade Out
- Duration – if looped indicate duration of black on loop
- If more than one channel indicate whether synchronised

For films indicate: if shown on a loop/type of stock used/presence of coating

- For video discs indicate: frame accurate searching enabled/authored commands/structure of disc (titles, chapters)
- Particularities/Manipulations/Settings of Presentation Equipment
- Sound/light levels, Colour, Contrast, colour shift, mirroring etc.

Power requirements

- 240 Volt/110 Volt?
- Power conditioning required

	<ul style="list-style-type: none"> <li>- Approximate rating in amps</li> <li>- Cable specifications (wiring diagram)</li> <li>- Number of constant power supplies (in equipment room/in the space), Number of sockets</li> <li>- Number of supplies which will be switched off nightly from central switch (in the equipment room/in the space)</li> <li>- Light in equipment cupboard</li> </ul> <p>Switch on and off procedures, sequence of operation</p> <ul style="list-style-type: none"> <li>- Timer, motion detector, manual mode...</li> <li>- run-time, blocking time</li> </ul> <p>Synchronisation details (if applicable)</p> <ul style="list-style-type: none"> <li>- In case of multiple monitors or projectors: is synchronisation equipment necessary?</li> <li>- Time code reference</li> <li>- Special authoring requirements</li> <li>- System used</li> <li>- Degree of accuracy</li> </ul> <p>For loans: Indicate which elements are lent with the work (if any) and which elements need to be supplied by the borrower. Provide specifications of equipment to be supplied by the borrower.</p>
Health and safety details	<ul style="list-style-type: none"> <li>- Signs (emergency exit et al.)</li> <li>- Barriers, guards, glazing</li> <li>- Fuse (Residual Current Device...)</li> <li>- Are any of the components potentially dangerous to the installation crew?</li> <li>- Are any components potentially dangerous to the public? (consider light levels/entrance and exit arrangements, sound levels etc)</li> <li>- officially approved</li> <li>- Has a risk assessment been completed?</li> </ul>
References	<p>Reference to further documents (interviews, installation instructions et al.)</p> <p>If an interview has been conducted insert relevant extracts.</p>