

Reedley College

Condition of Artwork Report

Internal use by Reedley College Art Faculty to document condition at time of receipt.

Artist Name:

Artwork Title:

Medium:

Dimensions:

Date Received:

Received By (Faculty):

1. Artwork Identification

Unique ID or Label Number:

Framing or Mounting Type:

Protective materials at drop off:

2. Initial Visual Inspection

Surface Condition

Excellent

Minor scuffs

Scratches

Abrasions

Stains

Notes:

Structural Condition

Stable

Minor warping

Cracks

Loose components

Notes:

Frame or Mounting Condition

Excellent

Loose joints

Scratches

Chipped frame

Hanging hardware loose

Notes:

Canvas or Paper Condition

Even tension

Dents

Tears

Buckling

Notes:

Sculpture or 3D Work Condition

Stable

Loose elements

Chips

Surface wear

Notes:

Glass or Plexi Condition

Clean

Scratched

Cracked

Loose fit

Notes:

3. Artist Disclosures

Pre-existing damage reported: