



Estates Development & Projects Division
&
College Archive and Corporate Records Unit

College Artefacts – Guidelines for Capital Project work

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1. Introduction

Imperial College London has a large collection of artefacts that are on display or are an integrated part of the building fabric across various buildings and sites. The artefacts are of historical importance or of value to the College and the local community. It is essential that the artefacts are considered prior to construction works commencing so that they can be removed and retained by the College. They can then be displayed in other areas of the College; integrated into the same area through the project design process or archived for future use.

This document shall provide guidance on the procedure on how to deal with artefacts, materials and items of value (historic or otherwise) located in any College building or on any College site. It is essential these items, where relevant, are taken into account during design, enabling works and construction phases of any project.

2. Procedure

The College Archivist and the Archives Officer (Projects) are to be informed at an early stage whenever a project is approved via the Project Response Letter.

The Archives Officer (Projects) will contact the Project Manager to obtain details of the areas where construction works will be performed. The Project Manager shall provide information such as

- specific location and areas where works will be undertaken
- expected duration of the project
- start on site date

The College Archivist and Archives Officer shall perform a survey of the project area and advise the Project Manager if there are any artefacts that are to be retained. The survey report will include

- An accurate description (including photographs) of the artefact,
- Artefacts location
- Any special handling requirements
- Proposals for protection, removal and storage of the artefact(s)
- Reintegration and installation of artefact*

The Project Manager will add these requirements to the project brief and advise the design team to take this into account. The requirements will be included in the Employers Requirements in the contract documentation.

The Survey Report is to be provided to the Project Manager prior to any enabling works commencing.

*If pertinent, discussions between the College Archivist and Designers may be required to accommodate the integration of specific artefacts into the project design.

3. List of Artefacts

Reference list of example items and materials that may be found in buildings may include:

Plaques:

Wall mounted commemorative of the building and / or individuals (e.g. war memorials, individual benefactors),

Internal or External

Materials: Glass, Perspex, metals (precious and otherwise e.g.iron, bronze), wood

Freestanding items:

Art work: Busts, statues, installations, clocks

Supporting method: plinths, ornamental support brackets

Notices /signs: Significant notices relating to the building and or area e.g. roads signs for re-named roads and buildings

Works of Art Wall mounted:

Art work: Paintings, portraits, murals, maps, plans, clocks

Any format: framed unframed, oil on canvas, watercolours, frescoes, canvas, fabric, photographs, wood, metal

Decorative building works:

Internal or External

Glazed tiles, ornamented water heads, carved or moulded decoration in floor or wall, ornamented or engraved paving stones, foundation stones, stained glass

Note this list is not exhaustive. If you are in doubt regarding any item of potential College and historical value, contact individuals in Section 4.

4. Contacts

Archives Officer (Projects) – **Alyson Brewer**, a.brewer@imperial.ac.uk +44(0)20 7594 6483

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