

Test protocol and results INSTITUTION NAME

Date

*This template can be used as a preparation for a test as well as during and after testing.
Simply keep adding information to this document until the testing cycle is complete*

*This template was created by the Sustainability Unit of the Royal Institute for Cultural Heritage for the Climate2Preserv (C2P) project
with the help of the University of Liège (Building Energy Monitoring and Simulation Unit)
and the Catholic University of Leuven (Building Physics and Sustainable Design)
For more information, visit: www.kikirpa.be/projects/climate2preserv*

BASIC INFORMATION

Date of test: Date

Required time to complete test(s): When the test will take place

Location: Address, name and number of room where test is performed

Required access to rooms / building: Name and number of room or building that needs to be accessed

Relevant floor plans: Plan description

Add **image** of the relevant floor plan.

CONTACT INFORMATION

Required to be present:

- **Coordinator:** First name, last name, mail, phone number and other relevant contact information
- First name, last name, mail, phone number and other relevant contact information
- First name, last name, mail, phone number and other relevant contact information

Required contact information:

- **BUILDING / SECURITY:** First name, last name, mail, phone number and other relevant contact information
- **SYSTEMS:** First name, last name, mail, phone number and other relevant contact information
- **COLLECTIONS:** First name, last name, mail, phone number and other relevant contact information
- **EMERGENCY:** Emergency coordinator

TESTS

TEST 1: TEST TITLE

Description / goal of test 1		General description of the test on a step by step basis. Add all relevant information.					
Required Equipment		Equipment needed to perform measurements, mention Brand, type and function.					
Part(s) of system tested	Required actions for system	From – to (time interval)	Type of measurements tested	Corresponding rooms	Corresponding sensors	Sensor locations	Expected reactions
Part of the system 1	Action	Test duration hh:mm - h:mm	What is measured?	Rooms where measurements are taking place (that are controlled by this system unit)	Relevant sensor numbers	Physical sensor location	Expected outcome of the test
Part of the system 2	Action	Test duration hh:mm - h:mm	What is measured?	Rooms where measurements are taking place (that are controlled by this system unit)	Relevant sensor numbers	Physical sensor location	Expected outcome of the test
Remarks (post/during test)		Use this field during and after the test to add remarks about both the testing and the outcome					
Extra (graphs etc.)		Add relevant graphs					

TEST 2: TEST TITLE

Description / goal of test 2		General description of the test on a step by step basis. Add all relevant information.					
Required Equipment		Equipment needed to perform measurements, mention Brand, type and function.					
Part(s) of system tested	Required actions for system	From – to (time interval)	Type of measurements tested	Corresponding rooms	Corresponding sensors	Sensor locations	Expected reactions

Part of the system 1	Action	Test duration hh:mm - h:mm	What is measured?	Rooms where measurements are taking place (that are controlled by this system unit)	Relevant sensor numbers	Physical sensor location	Expected outcome of the test
Part of the system 2	Action	Test duration hh:mm - h:mm	What is measured?	Rooms where measurements are taking place (that are controlled by this system unit)	Relevant sensor numbers	Physical sensor location	Expected outcome of the test
Remarks (post/during test)		Use this field during and after the test to add remarks about both the testing and the outcome					
Extra (graphs etc.)		Add relevant graphs					

TEST 3: TEST TITLE

Description / goal of test 3		General description of the test on a step by step basis. Add all relevant information.					
Required Equipment		Equipment needed to perform measurements, mention Brand, type and function.					
Part(s) of system tested	Required actions for system	From – to (time interval)	Type of measurements tested	Corresponding rooms	Corresponding sensors	Sensor locations	Expected reactions
Part of the system 1	Action	Test duration hh:mm - h:mm	What is measured?	Rooms where measurements are taking place (that are controlled by this system unit)	Relevant sensor numbers	Physical sensor location	Expected outcome of the test
Part of the system 2	Action	Test duration hh:mm - h:mm	What is measured?	Rooms where measurements are taking place (that are controlled by this system unit)	Relevant sensor numbers	Physical sensor location	Expected outcome of the test
Remarks (post/during test)		Use this field during and after the test to add remarks about both the testing and the outcome					
Extra (graphs etc.)		Add relevant graphs					

COLLECTION RISKS

Test nr	Type of collection	Collection risks	Mitigate risks by...	Corresponding sensors	Person of contact
TEST 1: TITLE	Add type of collection (materials - techniques) in rooms where test takes place	Describe, if applicable Mechanical risks: Chemical risks: Biological risks: Other risks:	How will you litigate these risks	Numbers of sensors required for risk mitigation	Contact person collections (ideally present)
TEST 2: TITLE					
TEST 3: TITLE					
Remarks (post/during test)		Use this field during and after the test to add remarks about both the testing and the outcome			

FINDINGS AND RECOMMENDATIONS

FINDINGS

- List of findings
- Text
- Text

RECOMMENDATIONS

- Team 1:
- Team 2:
- Priority 1:

- **Priority 2:**

FOR AGREEMENT

BEFORE TEST:

Have taken notice of the test protocol and related collection risks (please collect all signatures);

All relevant names (people in charge for buildings, systems, collection and emergencies - as indicated under 'contact information')

TEST REPORTS:

Have read the reports communicating the test results and related attachments (please collect all signatures);

All relevant names (people in charge for buildings, systems, collection and emergencies - as indicated under 'contact information')

ATTACHMENTS

ATTACHMENT 1: TITLE

ATTACHMENT 2: TITLE