**Install Schedule Meeting 27.06.17**

Attending: Lily, Sara, Kirsten, Steve, Simon, Becky

**To Do**

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| **Action** | **Lead** | **Notes** |
| Name the Tech Team | Ferens/Hull 2017 | Mix of Ferens team, freelancers and specialist Turner Prize techs |
| Confirm when Static Terorrism Cover begins and if there is a cost for bringing it forward if necessary | Simon |  |
| Decide whether we want to use G5 for any events while it is empty | Ian/David |  |
| Set dates for painting and send to Steve to book in | Sara |  |
| Send email to Steve to confirm that we want blackout removing in G9 in writing. Mention fragile works on paper, need no UV (mesh would be ideal) | Sara |  |
| Discuss fire safety implications of locking G9 during install | Sara discuss with Carl |  |
| Steve to confirm with Simon Green and to Sara in writing via email to agree the closure of Ferens on 25th Sept | Steve |  |
| Confirm tech requirement and costs | Steve |  |
| Check weight of collection sculpture – can it be moved through G3? | Becky/Steve |  |
| Send through budget for Gallery 4 | Becky |  |
| Confirm storage for crates in Staples | Lily |  |
| Provide insurance values for artworks to Ferens. Simon to confirm whether they need extra insurance | Sara/Lily/Simon |  |

* Closure for BMS work is being formalised and signed off this week
* Opening day for Turner Prize cannot be moved if problems arise – we will have to work together as a team to get it finished if BMS over runs etc.
* Artists won’t bring their technical support, Hull 2017 will provide techs and if available, some of Ferens team – professional development, legacy. Internal techs and freelancers
* Want to avoid installing over weekends
* It was decided that Turner Prize won’t use any of the Penelock walls. This means that most of the Penelock delivery will be delayed until after the Turner Prize, but a small amount is needed for Gallery 4. This frees up the storage space for collection works. Turner Prize budget then pays for £1,500 of a second delivery of Penelock to cover extra costs to the Ferens and instead of external storage costs.
* G5 can be used for events after the collection is moved. Learning to decide whether to use it for anything – could be Heritage based to coincide with Heritage Day? HCAL to prioritise the deinstall of this space and reopen as a walk through to the public on 9th
* Agreed to remove the blackout in G9. HCAL don’t want it reinstalled afterwards.
* HCAL to have UV barring mesh installed in G6 windows. Not wanting the blackout in G9 strengthens their argument to have the mesh in G9 too and will hopefully help them get it agreed sooner
* G7 door still used as a fire door even during install – if we lock door it will affect fire routes/capacity \*Sara to discuss with Carl
* We pay for any techs to install 5,6,7,8,9. Ferens has 3 internal techs – will be used for moving the collection and also in the final week could help with TP.
* Internal techs get time in lieu, not overtime pay. They need advance notice but will anticipate having to work extra already
* Possibility for a coloured wall for Victorian Salon Hang in G4. Might need scaffold hire?
* Which collection work are the curators planning to show in the centre court? – massive cost to move the neon work. Next thing after the work is selected, need to choose the centre court collection pieces.
* No storage costs for collection works and crates for works coming in can be stored in staples

The new exhibition that goes in covers the repaint:

* G4 – Hull 2017 pay for get in. HCAL pay for reinstating.
* G5 – Hull 2017 pay for both get in and reinstating
* G6 - Hull 2017 pay for both get in and reinstating
* G7 - Hull 2017 pay for get in. HCAL pay for reinstating.
* G8 - Hull 2017 pay for get in. HCAL pay for reinstating.
* G9 - Hull 2017 pay for both get in and reinstating
* G10 - Hull 2017 pay for both get in and reinstating