



SARAWAK MUSEUM DEPARTMENT

**GUIDELINE ON THE PRESERVATION AND OCCUPATION OF  
HISTORICAL BUILDINGS AND MONUMENTS**

1. In-lieu of rent, the occupier of the building is responsible for general maintenance of the building, its compound, landscaping works and fencing materials.
2. Do not change the layout or the decoration of the building.
3. No new construction, demolition, modification which would alter the original significant (architecture, historic, style, colour etc.) be allowed.
4. Replacing any missing parts must integrate harmoniously with the whole but at the same time must be distinguishable from the original so that the restoration does not falsify the artistic or historic evidence.
5. Additional or extension cannot be allowed except in so far as they do not detract from the interesting part of the building, its traditional setting and its relation with its surrounding.
6. Preservation done on any building or site must be preceded and followed by an archaeological or historic study where appropriate.
7. Architect appointed to carry out preservation works should compile a report, intermittently (include expenditure and names of contractor and artisans involved), and submit the result of their work to the Director of Sarawak Museum.
8. Any parts changed (approved by the Director of Sarawak Museum) should be recorded and photographed.
9. Building should be protected from any element (rain, sunshine etc.) during the course of preservation in order to avoid any water getting into the fabric of the building.
10. Roof which has been removed should be replaced with some form of temporary covering for further protection to the structure before the permanent one is installed.
11. Any materials including roof, tiles, bricks, glass fittings etc. which were parts of the original materials to the building, when removed should be stored for possible future use, minor repair and reference.
12. New materials introduced into the building should be approved by the Director of Sarawak Museum before being installed.

13. Museum personnel or any other authorised person should be allowed to do inspection at any time during the course of the preservation or occupation of the building.
14. When in doubt contact the Director of Sarawak Museum for further information.

By Order :

Director  
Sarawak Museum Department.

4<sup>th</sup> December 2009