

Commissioned Artwork

**Detailed Artwork report**

(Fill-in form. Scroll by using the up/down arrow and tab keys. Do not use the ‘enter’ key to move to the next field.)

Artist:(enter artist name)

Title of work: (enter artwork title)

Form Prepared By (if other than artist): (enter preparer name)

Date of Completed Installation: (enter mm/dd/yyyy)

Pronouns: (ex: They/Them/Theirs)

Accession #: WSAC     .   .

Birthdate:(enter mm/dd/yyyy)

Nationality: (enter artist nationality)

Artist Ethnicity: (enter artist ethnicity)

Gender Identity:

**Complete all sections #1 - #6 in detail or this report may be returned to you by your project manager for completion.**

1. **Artwork Summary** (check all that apply)

[ ]  Sculpture (3D) [ ]  Wall-Hung Flat or Relief (2D) [ ]  Interior [ ]  Exterior

[ ]  Integrated Work [ ]  Site Specific [ ]  Permanently Installed [ ]  Assembled Onsite

[ ]  Removable Components [ ]  Kinetic

**Material/Composition of Artwork** (check any that apply; do not include mounting hardware or pedestal information)

[ ]  Acrylic Paint [ ]  Oil Paint [ ]  Paint (other) [ ]  Patina

[ ]  Canvas/Woven Fabric [ ]  Textile (Hand-made) [ ]  Paper [ ]  Wood

[ ]  Ceramic/Clay [ ]  Concrete/Cement [ ]  Stone [ ]  Glass

[ ]  Metal (Ferrous) [ ]  Metal (Non-Ferrous) [ ]  Plastic/Resin/PVC [ ]  Bone/Antler

[ ]  Photography [ ]  Video [ ]  Electricity/Motor [ ]  Light (integral to work)

[ ]  Digital Media/Software [ ]  Sound Media/Implements [ ]  Terrazzo [ ]  Other:

**Method of Display for Artwork** (check any that apply and briefly describe material, e.g. imbedded in concrete, suspended by cable, mounted to brick wall)

[ ]  Pedestal: (enter pedestal material) [ ]  Ground Level: (enter ground level material)

[ ]  Suspended: (enter suspension material) [ ]  Wall-Mounted: (enter wall material)

1. **Dimensions/Weight**

(Instructions will show on the status bar at the bottom of the screen. For help text, you can press the F1 key on the specific field.)

Overall/Spatial Dimensions of artwork: Height:        / Width:       / Depth:

Approximate Weight of the entire artwork:

How many individual components comprise the artwork?

**Individual/Dissimilar Component information:** (Major portions of an artwork are considered components, even if they have several dissimilar materials within each component. Enter only components that are not the same, for example 100 stainless steel cutouts of a fish could be considered one component if each fish is exactly the same. If more than 7 dissimilar components, attach a separate sheet with dimensional information for each additional component.)

1. ( ENTER COMPONENT ): Height:       / Width:       /Depth:       / Wt:
2. ( ENTER COMPONENT ): Height:       / Width:       /Depth:       / Wt:
3. ( ENTER COMPONENT ): Height:       / Width:       /Depth:       / Wt:
4. ( ENTER COMPONENT ): Height:       / Width:       /Depth:       / Wt:
5. ( ENTER COMPONENT ): Height:       / Width:       /Depth:       / Wt:
6. ( ENTER COMPONENT ): Height:       / Width:       /Depth:       / Wt:
7. ( ENTER COMPONENT ): Height:       / Width:       /Depth:       / Wt:
8. **Artwork Detail (Materials/Composition of Artwork/Fabrication Techniques)**

Provide proper and common names of all materials and components. Include alloy numbers, brand names, manufacturer name and contact information, supplier name and contact information, and any information that can be used to distinguish the material from other similar products. (For instance, a cast bronze component could have the proper name Bronze alloy CDA. #876, and also have the common name Herculoy Silicon Bronze.)

**2D – Wall-Hung Flat or Relief Artwork**

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

1. Support material (base or foundation, e.g. paper, canvas over stretcher, cardboard, panel). For example, ‘Unprimed #50 cotton duck canvas over 2.25”x 1.25” pine stretcher’.

* 1. (Enter material information): (Manufacturer and supplier information)
1. Ground material (primer, gesso, etc., used to isolate media from support). Include approximate number of applied layers if known.

1. (Enter material information): (Manufacturer and supplier information)
2. Media used in painting, drawing, collage, etc. Include specific information for colors/palette (brand names, color names, mediums, and texture). Include the method(s) of application, e.g. brush, roller, sponge, sprayer.

1. (Enter material information): (Manufacturer and supplier information)
2. Varnish or protective coating (e.g. natural, paint color and type, glaze, sealer, patina, fire retardant, etc.). Include method(s) of application and number of applications.

1. (Enter material information): (Manufacturer and supplier information)
2. Materials used in the presentation of the artwork (e.g. composition of pedestal, deck, vitrine, frame, and assembly hardware, etc.).
3. (Enter material information): (Manufacturer and supplier information)
4. Installation/hanging hardware (e.g. sheetrock mollies, ¼” x 3” galvanized steel lag screws, galvanized d-rings, braided stainless wire loops, type of cable and fittings, etc.).

1. (Enter material information): (Manufacturer and supplier information)
2. Are there mechanical components (e.g. motors, moving parts, sound implements) incorporated into or as part of the artwork? [ ]  Yes [ ]  No

If Yes, fill in section C in the following section ‘3D-Sculpture/Integrated Works’.

1. Are there technological components (e.g. digital media, solar panels, lighting, sound media, video) incorporated into or as part of the artwork? [ ]  Yes [ ]  No

If Yes, fill in sections D, E, and F in the following section ‘3D-Sculpture/Integrated Works’.

1. Was digital media used to create any portion of the artwork? (e.g. digital files for porcelain enamel, cut-files for CNC machinery) [ ]  Yes [ ]  No

If Yes, fill in section G in the following section ‘3D-Sculpture/Integrated Works’.

1. Are there landscaping components incorporated into or as part of the artwork? [ ]  Yes [ ]  No

If Yes, fill in section H and I in the following section ‘3D-Sculpture/Integrated Works’.

1. List all vendors, contractors, or persons that had a significant role in the creation, fabrication, materials, and/or installation of the artwork that have not been identified in this section. Include contact information.
* (Enter Vendor Name, Contact Information, Role)

**3D – Sculpture/Integrated Works**

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

1. Materials and fabrication techniques used in each component of artwork. For each component entry include materials, manufacturer and/or supplier information, fabrication techniques, and fabricator information.
	1. (COMPONENT NAME) / (Enter material information): (Manufacturer and supplier information) // (Enter fabrication information): (Fabricator information)
	2. (COMPONENT NAME) / (Enter material information): (Manufacturer and supplier information) // (Enter fabrication information): (Fabricator information)
2. Components that received colorants[[1]](#footnote-1), sealants, or protective coatings. Provide detailed information about the type and application of these coatings, including chemical composition. Attach Material Safety Data Sheets (MSDS) and manufacturer’s instructions or Technical Data Sheets (TDS) for each product.
	1. (COMPONENT NAME) / (Enter coating information): (Manufacturer and supplier information)
	2. (COMPONENT NAME) / (Enter coating information): (Manufacturer and supplier information)
3. Describe the location and delivery of power and/or water supplies to or near the artwork that are utilized for the artwork. Provide detailed information about underground conduit, electrical panels and breakers, or connections to a power source.
	1. (TYPE OF SUPPLY) / (Enter information about what the supply is for): (Enter location of supply)
4. Describe any mechanical components, their placement, and their intended use as they pertain to the artwork.
	1. (COMPONENT NAME) / (Enter detailed information): (Manufacturer and supplier information)
5. Describe any technological components, their placement, and their intended use as they pertain to the artwork.
	1. (COMPONENT NAME) / (Enter detailed information): (Manufacturer and supplier information)
6. As technological components age, they often require replacement or to be upgraded. Does ArtsWA have permission to replace or upgrade technological components that will produce the same result should an exact replacement be unavailable? (The artwork may be subject to deaccession if ArtsWA is restricted from upgrading the technological components when the original components no longer work properly.) [ ]  Yes [ ]  No

Identify which component(s) is not to be replaced or upgraded.

* (COMPONENT NAME / MODEL #)

Identify any aesthetic or conceptual issues ArtsWA should consider for replacement components.

* (Describe Aesthetic or Conceptual Considerations)
1. List any software, video, sound, light (as part of the artwork), and/or digital media that is specific to the artwork, its location, and describe the relationship to the artwork’s concept (i.e. musical compositions, specially designed software, light/color transitions with specific intervals of time and color choice).
	1. (TYPE OF MEDIA) / (Enter detailed information): (Manufacturer and supplier information)
2. Provide detailed information describing software installation, rebooting, configuration, scheduling, passwords, and/or any relevant instructions for maintaining or repairing software that is relevant to the artwork. If the information is provided on a separate sheet, please indicate that an attachment of software instructions has been provided with this document.
	1. (DESCRIPTION OF INFORMATION) / (Enter Detailed Information)
3. List any digital media (e.g. digital files for porcelain enamel, cut-files for CNC machinery) used to create or produce the artwork. Identify artwork components and the type, size, and quality (e.g. dots per inch or pixels) of the digital media files that correspond.
	1. (ARTWORK COMPONENT) / (Enter Digital Media Type, Size, Quality)
4. Are there landscape elements that are considered part of the artwork? [ ]  Yes [ ]  No

List the names of specific plants, rocks, or natural objects that are considered part of the artwork and describe the aesthetic and/or conceptual factors that determined their use. Also include information regarding the long term intent of the landscape components. (Attach a site map with specific locations of these landscape elements.)

1. (LANDSCAPE COMPONENT) / (Enter detailed information): (Supplier information)
2. As the work ages, landscape elements can alter drastically and compromise the integrity of other components of the artwork, or possibly even the entire site. Conversely, some landscape components may not develop as intended. Should any landscape component become so altered or underdeveloped, does ArtsWA have permission to reduce or replace the component to alleviate or protect other portions of the artwork and/or the host site? [ ]  Yes [ ]  No

Identify any aesthetic or conceptual issues ArtsWA should consider for reduction or replacement of landscape components.

* (Describe Aesthetic or Conceptual Considerations)
1. List all vendors, contractors, or persons that had a significant role in the creation, construction, and fabrication of the artwork that have not been identified in this section. Include contact information.
* (Enter Vendor Name, Contact Information, Role)

**As-Built Information (Artwork Detail)**

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

1. Is the artwork design, materials, fabrication, or location different from the final proposal? [ ]  Yes [ ]  No

If yes, please describe which portions of the final proposal are different than the completed artwork.

* (Describe differences in the completed artwork and the final proposal)

Exact text of any signature, date, inscription, copyright, edition information, or other distinguishing marks.

* (Enter exact text of signature, date, inscription, ed.# info, and/or distinguishing marks.)

Location and material (e.g. cast, engraved, paint) of any signature, date, inscription, or other distinguishing marks.

* (Description and location and material of signature, copyright, and/or distinguishing marks)
1. **Installation/Foundation**

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

1. Is the artwork permanently installed? [ ]  Yes [ ]  No
2. Can the artwork be deinstalled without being damaged? [ ]  Yes [ ]  No
3. Explain the process of deinstallation that would allow for the least amount of damage to the artwork.
* (Enter deinstallation process)
1. Describe the footing, support structure, mounting, or suspension system for the artwork. Include material type, trade name, composition, hardware specifics, vendor, etc.
* (Enter detailed information)
1. List the dimensions of the footing, support structure, etc.
* (SUPPORT NAME): Height:       / Width:       /Depth:       / Wt:
1. Are there elements of the footing, support structure, or mounting system that are considered part of the artwork?

 [ ]  Yes [ ]  No

List the components or portions of the footing, support structure, or mounting system that are considered part of the artwork.

* (SUPPORT COMPONENT) / (Enter detailed information)
1. List all vendors, contractors, or persons that had a significant role in the installation of the artwork that have not been identified in this section. Include contact information.
* (Vendor Name, Contact Information, Role)

**As-Built Information (Installation/Foundation)**

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

1. Is the completed artwork installation, footing, support structure, or mounting system different from the final proposal? [ ]  Yes [ ]  No

If yes, please describe which portions of the final proposal are different than the completed artwork. If the engineering requirements have been revised, please include original sets of all stamped engineering revisions.

* (Describe differences in the completed artwork and the final proposal)
1. **Conservation/Maintenance**

(Press the F1 key for help text and additional instructions on how to add lines when more fields are required.)

1. Were additional replacement components provided to ArtsWA or the partner agency for future maintenance and conservation purposes? Include backup software, technology, sound media, etc. [ ]  Yes [ ]  No

List the additional components, material of components, dimension, quantity, and to whom they were provided. If provided to the partner agency, also include the person’s name, title, and contact information.

* (Component information)
1. Was a mold or dye custom produced for any component of this artwork? [ ]  Yes [ ]  No

Will the artist provide ArtsWA with the molds/dyes and consent to allow pieces to be produced for the sole purpose of replacing missing or broken components of the artwork? [ ]  Yes [ ]  No

Will the molds/dyes remain in the artist’s possession after the warranty period? [ ]  Yes [ ]  No

1. ArtsWA welcomes recommendations for annual (routine) maintenance for each material type that comprises the artwork. Include information about any specialized tools or equipment required to perform maintenance.
	* (MATERIAL TYPE) / (Enter recommended maintenance)
2. ArtsWA welcomes recommendations for specialized (cyclical) maintenance for each material type that comprises the artwork. Include information about any specialized tools or equipment required to perform maintenance.
* (Enter specialized maintenance here)
1. Describe what may be acceptable in form, surface, texture, coloration as related to the natural aging, public exposure, or use of each material.
* (Enter information here)
1. Describe conceptual elements of the artwork that need to be considered for future conservation, restoration, or re-siting efforts (e.g. position related to solstice shadow, facing magnetic North).
* (Enter conceptual information)
1. **Documents Checklist**

Supplemental documentation is required for specific portions of this report. Below is a convenient checklist that will indicate which information is provided by the artist or representative working on the artist’s behalf.

(check all that apply)

[ ]  A manual or booklet has been created to serve as a supplement to this Detailed Artwork Report.

[ ]  MSDS (Material Safety Data Sheets), manufacturer’s technical information and instructions for all colorants, sealants, and protective coating systems (with exception to powder coating and porcelain enamel).

[ ]  Schematics, drawings, and/or instructions detailing the process of dismantling or deinstalling the artwork.

[ ]  Site plan detailing the specific location of all components, including landscape components, that are considered part of the artwork.

[ ]  Manufacturers’ instruction manuals for all ‘off-the-shelf’ mechanical and technological components.

[ ]  Backup copies of software and digital media files used in the creation of artwork components, as part of the artwork technology, and/or as the artwork itself.

[ ]  Photographic documentation of installation, during and after the process.

[ ]  Color swatch, coupon, or material sample of each major colorant used.

Submit the Detailed Artwork Report and enclose all materials relevant to each checked section to your project manager as part of the final project documentation.

Commissioned Artwork

**Public Artist Report**

(Fill-in form. Scroll by using the arrow and tab keys. Do not use the ‘enter’ key to move to the next field.)

Artist: (enter artist name)  Accession #: WSAC    .   .

*Title of work: (enter artwork title)*  Date of Installation: (enter mm/dd/yyyy)

Artwork Site: (enter artist name)

Is the artist, or one of the artists, a U.S. Military Veteran (per [RCW 41.04.007](https://app.leg.wa.gov/RCW/default.aspx?cite=41.04.007))? [ ]  Yes [ ]  No

If yes to Veteran status, which branch of service, how many years’ service, and any additional information you’d like to share is appreciated: (Enter military service information here)

“My Public Art Portal” is the online exhibition of works in the State Art Collection. For each entry, we include descriptive information about the artwork as well as the artist. Please provide us with the following information, which we may directly quote or reference.

1. A brief autobiographical statement. Please include your connection to Washington State, if any.

(Enter brief autobiographical text here)

1. What are the main ideas and themes in the artwork? Please include a description of the artwork's main imagery.

(Enter artwork description text here)

1. Please describe the process you used to create the artwork.

(Enter process information here)

1. We are interested in the artwork’s economic impact on Washington State. Which components were made in the state and/or what work did Washington fabricators or subcontractors perform? In addition to the artwork’s fabrication, consider installers, electricians, structural engineers, etc., with whom you worked to complete this project.

(Enter Washington State impact text here)

Thank you for your time…

Your efforts support artwork maintenance and ensure that conservation methods in the future are appropriate and in keeping with the artist’s intent and standard of quality.

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1. ‘Colorants’ can include paints, primers, colored waxes, patina chemicals, dyes, pigments, and oxides. [↑](#footnote-ref-1)