

Proposal for **Warehousing and Storage Facility**

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Proposal for Off-Site Warehousing and Storage Facility

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1. Storage Facility

1.1. Space

Areas of Consideration	Proposal
Total floor area	<ul style="list-style-type: none"> ● Combine Office and Warehouse in the same premise, total 16,000 sq ft. ● Warehouse area: 13,000 sq.ft. ● Ceiling height of warehouse: 16 ft.
Racking/Shelving suggestions	<ul style="list-style-type: none"> ● 10,000 sq.ft. Public area with Shelves suit for various sizes of soft packed artworks and wooden crates ● 4 Private store rooms with individual security access and air conditioners
Floor plan covering the functions	<ul style="list-style-type: none"> ● Alarm system directly connected to the Hong Kong Police Station ● 24-hour CCTV surveillance ● Viewing room with lighting set up and hanging system for photo shooting, free WIFI access
Cargo access to the premises for loading and unloading	<ul style="list-style-type: none"> ● Cargo lifts direct access to the flat entrance ● Container hoisting directly to the warehouse gate
Climate Control	<ul style="list-style-type: none"> ● Temperature controlled by VRV system ● Humidity controlled by commercial dehumidifiers (GERMAN ELECTRIC GE163-CB) ● Mobile app real time monitoring of in-house climate ● Monthly report for review and analysis
Flood Control	<ul style="list-style-type: none"> ● Items vulnerable to water are lifted above ground at least 6 inches and wrapped with protection. ● Water detectors installed connect to alarm system ● In case of water damage, put the damaged artifacts to a dry and cool place with good air circulation, temperature and humidity control. If possible, we will use fans to keep the air moving to prevent mildew growth.
Fire-proof setup	<ul style="list-style-type: none"> ● Sprinkler pipe set up and approved by certified service contractor (FS251) ● Fire extinguisher at all entrances and control rooms ● Exit sign and emergency lighting system
Fumigation	<ul style="list-style-type: none"> ● Regular cleaning per month ● Mass cleaning with pest control and sterilization per annum
Confidentiality	<ul style="list-style-type: none"> ● Independent administrator team ● Access right of client's info, inventory management system and storage area by authorized person only

1.2. Warehouse Services

Areas of Consideration	Proposal
Standard properties check-in/out procedures	<ol style="list-style-type: none"> 1. Get authorization letter from the artworks owner 2. Identity clarification 3. Check list and report 4. Properties preparation 5. Unpacking and condition check of items 6. Measuring and labelling 7. Photo records of the properties, condition report 8. Collection note, release order and receiving note preparation, endorsement and filing in server 9. Approved gate out by management before release 10. Gate in/out report and inventory summary

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Areas of Consideration	Proposal
Art handling experience	<ul style="list-style-type: none"> ● Over 10 years in handling artefacts, including paintings, sculptures, antiques, ceramics, neon lights...etc ● Client base include private collector, gallery, auction house, hotel and clubhouse, shopping mall and restaurant ● Help for set up in ABHK, ACHK, Affordable Art Fairs
Packing materials	<ul style="list-style-type: none"> ● Glassine ● Tyvek ● Tissue paper ● Bubbles ● EPE foam ● Carton box ● Wooden crate
Condition check – process and timely report needed	<ol style="list-style-type: none"> 1. Packing check 2. Photo records of front, back and all edges of the item 3. Point out damage or deficiency 4. Remarks on condition report 5. Submission of report with photos within two working days after checking

1.3. Inventory management

Areas of Consideration	Proposal
Electronic record for all inventory details	<ul style="list-style-type: none"> ● Barcode labelling with unique reference number ● Real-time update on inventory system for artworks movement
Electronic check-in and check-out records per item with dates and responsible staff name	<ul style="list-style-type: none"> ● Release and collection orders prepared by designated administrator ● Barcode scanning for all in/out activities ● Certification by responsible art handlers, administrator and management
Regular/ad hoc reports for authorized person	<ul style="list-style-type: none"> ● Gate in / out summary right after movement ● Inventory report on monthly basis ● Stocktake report half a year

1.4. Insurance

Areas of Consideration	Proposal
Insurance coverage at the premise	Business plan by Allianz covering company property, stock and employee compensation
Arrangement of additional insurance coverage	<ul style="list-style-type: none"> ● Artworks all risks insurance by AXA/XL Catlin/Zurich/Chubb/Circle ● Cover transit by means of freight forwarding, courier, local transit, storage, installation & uninstallation during exhibitions & events ● Public Liability insurance for exhibitions & events
Procedure of reporting loss and damage	<ol style="list-style-type: none"> 1. Detailed condition photos 2. Report for incident to insurance company 3. Capture CCTV records and report to the police force 4. Evaluate replacement costs
Claim procedure	Provide all related documents and photos as below but not limited to: <ul style="list-style-type: none"> ● Condition photos of the artworks before and after damaged ● Report for explaining the accident ● CCTV records and police document if any ● Supporting documents for the proof of value ● Quotation for repairment or replacement
Liability coverages – e.g. vehicle, employer and public	<ul style="list-style-type: none"> ● Third-party liability insurance for all trucks ● Employee's compensation insurance ● Public liability insurance for the job performed

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1.5. Security

Areas of Consideration	Proposal
Alarm system	<ul style="list-style-type: none">● Held by ADT● Immediate report to management level and the police office
CCTV	<ul style="list-style-type: none">● 30 cameras comprehensively recording office and warehouse activities in 24-7● Record up to one year
Physical locks or equivalent setup	<ul style="list-style-type: none">● Physical locks set up at all entrances including doors and roller shutters● Electronic locks set up at the main entrance, warehouse gate and all private rooms
Access control	<ul style="list-style-type: none">● Keys are only kept by the management level and Logistics manager● Only full-time employed staff in management level and Finearts department have the right to access the warehouse area● Real time record for access
Security guard	<ul style="list-style-type: none">● Goodman security guard at the entrance of the building in 24-7