



PREFEITURA DO MUNICÍPIO DE SÃO PAULO
SECRETARIA MUNICIPAL DE CULTURA
DEPARTAMENTO DOS MUSEUS MUNICIPAIS



FACILITY REPORT – MUSEU DA CIDADE DE SÃO PAULO

-> PAVILHÃO LUCAS NUNES NOGUEIRA GARCEZ

1. INSTITUTION PROFILE

Name	Municipal Secretary of Culture of São Paulo (Secretaria Municipal de Cultura de São Paulo) – Department of Museums (Departamento de Museus) – OCA (Pavilhão Governador Lucas Nogueira Garcez)
Typology	Cultural and Museological Institution managed by the Museum of the City of Sao Paulo (Museu da Cidade de São Paulo)
General Activities	Exhibitions, Conferences, Educational Activities, Corporate Activities
Mailing Address	Rua Roberto Simonsen, 156, Sé, Sao Paulo SP, Brazil - CEP 01017-020
Street Address	Parque do Ibirapuera – Av. Pedro Álvares Cabral, s/nº - Gate 3 (driveway) or Gate 1 and 2 (pedestrian entrance).
Telephone Number	+55 11 5082-1777 (Oca)
Fax Number	+55 11 3241-1081 (Sao Paulo City Museum)
E-mail Address	oca@prefeitura.sp.gov.br
Contact Person	Andre Sturm, Municipal Secretary of Culture; Renato de Cara, Museum Department Director Ellie Gatos Kazakos, Oca Supervisor; Maurício Rafael, Supervisor of Collections and Museological Development Mariza Melo Moraes e Leila Cristina Antero Cordeiro, Technical responsible for the conservation área Tereza cristina Ribeiro Lacerda, Production Coordinator



2. BUILDING

Where is the building located?

In the urban center

Near the historical urban center (please specify): **5.4 km from the historical urban center**

Indicate the original building construction date: **1954 (opening)**

The building was restored in 1999.

The building has its exhibition areas/gallery:

Adapted

New

Old

3. EXHIBITION AREAS

How many floors of exhibition area(s) are there in the institution? **4 floors**

Please indicate the total area of the exhibition galleries: **8.879,071 m²**

Please indicate the layout of your temporary exhibition area(s):

One large room

Series of small rooms

Other (specify): **Open exhibition galleries, characterized by large spaces without walls, connected by ramps.**

If there is more than one room indicate the area of each room or rooms (m²):

Lower level: **3.052,6 m²**

Auditorium (lower level): **189,32 m²**

Ground floor: **3.126,1 m²**

1st floor: **1.812,97 m²**

2nd floor: **887,401 m²**

Please indicate the ceiling height of each room:

Lower level: **3,54 m**

Ground floor: **3,54 m**



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1st floor: **3,54 m**

2nd floor: **7,44 m (maximum) – Oca was rounded ceiling**

Do these areas have direct access to the outside of the building? Yes () No (X)

Obs.: Direct access to the outside is possible only by the ground floor. However, all building floors exchange air with the outside constantly because of its architecture. If necessary, the organizing company in charge of the exhibition can provide an internal chamber on the ground floor, in order to avoid direct contact with the outside air.

What is the maximum public per period (one hour) at the building?

According with the Fire Guards rules the capacity is:

750 people at the whole building

750 people at the ground floor, if it is the only one in use

360 people at the underground floor

240 people at the first and second floor

What is the exhibition area capacity for simultaneous circulation of visitors?

The exhibition area has a capacity for 750 visitors distributed among the four floors. This number can vary accordingly to the exhibition design project. When the ground floor is the only one in use, it has capacity for 750 visitors, if it is not the others floors may have the following capacity: at the underground 360 visitors, at the first with the second floor 240 visitors maximum.

What kind of museological displays can be used for presenting the works or objects in exhibition?

(X) Panels

(X) Bases

(X) Display cases

(X) Suspension system with steel / nylon cables **(limited by weight and with no intervention on the building structure)**

() Other (specify)

Obs.: The displays can be designed and built accordingly to the needs of each exhibition, under the responsibility of the organizing company in charge of the production of each event.

4. SHIPPING AND RECEIVING



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Please indicate the maximum dimensions of the openings (exterior and interior) through which the objects can enter and circulate.

Underground: 3,47 x 2,60 m

Ground floor: Entrance door: **04 doors of 2,84 x 2,80 m each**

1st floor: ramp: **3,47 x 2,60 m**

2nd floor: ramp: **3,47 x 2,60 m**

Elevator: **2,00 x 0,90 m**

Please indicate whether there is equipment for loading / unloading of objects:

No, it must be arranged by the company in charge of the exhibition production.

Elevator (maximum load). **Only for people**

Crane (maximum load). **No**

Trolley (maximum load). **No**

Other:

What are the normal receiving, loading / unloading hours?

Everyday from 10 pm to 7 am. On Mondays anytime if booked in advance.

All shipping process must be approved by the Ibirapuera Park administration.

Large trucks are allowed to circulate only from 10 pm to 7 am in São Paulo.

Note: Pay attention to the driving restrictions in urban areas according to the law.

The Museum can accept any delivery off the mentioned time? Yes No

It will be necessary to schedule previously and approve it with the Ibirapuera Park administration.

The landing area is only used for this purpose? Yes No

Who is responsible for receiving / discharging (name and position)?

At the scheduling, the producers must inform the museum about the load and delivery times so a responsible employee will be indicated to monitor the receiving and discharging procedure. The scheduling must be done by e-mail: oca@prefeitura.sp.gov.br.

The producers of each exhibition must monitor the loading / unloading procedures too.

5. CONSERVATION AND RESTORATION



Who is responsible for checking the conservation condition of the works upon their arrival and departure?

The organizing company in charge of the production of each exhibition will hire technical experts to analyze and check the conditions of the objects/works to be displayed at their arrival, during the exhibition period and at their departure from the museum.

The interventions related to conservation and hygienization are carried out by experts from the museum staff or by hired service providers?

The interventions related to objects and artworks conservation and hygienization will only occur if agreed with lenders. If the procedure is authorized, it will be held by the Conservators hired by the organizing company in charge of the exhibition production. Such Conservators will be responsible as well to run periodic inspections to monitor the conditions of the objects and artworks on display.

Are there routine inspections to evaluate the presence of rodents, insects and microorganisms in the institution?

Yes (X) No ()

If YES, please indicate how often they take place:

The inspections in the museum areas happen on Mondays monitored by the conservation team. Cleaning and Security staff are continuously trained to report any abnormality in the exhibition galleries and surrounding areas. Usually in the beginning of January.

Are there routine procedures for the control of pests (rodents, termites, etc.)?

Yes (X) No ()

If YES, please indicate which ones and how often they happen:

Liquid insecticides and rodenticides are applied annually in technical areas. In the exhibition areas the control is made with gel pesticides.

6. ENVIRONMENTAL CONDITIONS

Is there any system for environmental monitoring or control in exhibition areas?

Yes (X) No ()

If YES, answer the following questions, otherwise go to the last item of this block:



Please indicate the instruments used to control the temperature and humidity in exhibition areas.

Air conditioning

Other (specify) **The organizing company in charge of the exhibition production can provide and install other equipments such as dataloguers according to the project demands. If some artworks need total air conditioning control, the organizing company can provide special cases and other specific displays to respect the conservation and packaging needs of the collection.**

Does the environmental control system work 24 hours? Yes No ()

Please, indicate the temperature and relative humidity levels within a 24-hour period:

Temperature: **22°C with variation of +/- 2°C**

Relative Humidity: **55% with variation of +/- 15%**

If the total control of the temperature and relative humidity is necessary to conserve some artworks and/or objects, the organizing company in charge of the exhibition production must provide special cases and other specific displays to respect the conservation and packaging needs of the collection.

The exhibition areas are:

Individually controlled? Yes () No

The areas are totally interconnected (please check the building plans).

Are they all controlled by a single thermostat and humidistat? Yes No ()

The organizing company in charge of the exhibition production can rent additional control equipment according to the request of lenders and specific needs of the collections.

7. LIGHTING

What kind of lighting is used in the temporary exhibition galleries? ("x" all appropriate)

() UV filtered

with no UV filters

() Incandescent

Fluorescent (for emergency lighting)

() Halogen AR-111



Other (specify)

A specific lighting project is designed for each exhibition, respecting objects specifications. The organizing company in charge of the production of the exhibition must provide the lighting design. The project must respect the conservation requirements of the works, as well as the technical standards and local requirements.

Is there any rail system to receive additional lighting, if necessary?

Yes No

Note: If necessary, the organizing company in charge of the exhibition production can rent additional equipment.

8. SECURITY

Does the Museum have 24-hour human guard security? Yes No

Only for the building and Infrastructure.

If no, during which period does the institution have such surveillance?

Would the Museum be willing to hire additional guards, if required? Yes No

Note: According to the specific needs of the project, the organizing company in charge of the exhibition production must hire additional guards.

The security museum staff is composed of:

- Security employees of the Museum
 Contractors from an external service company
 Other (specify)

Are your guards equipped with: ("x" all appropriate)

- Firearms?
 Radio?
 A closed-circuit television?
 Other (specify)

The organizing company in charge of the exhibition production, can provide the deployment of



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additional security systems.

Indicate the number of guards normally on duty:

External security: **11**

At the exhibition galleries: **0**

The organizing company in charge of the exhibition production must provide security personnel for the exhibition areas. This security team will be responsible for general safety in the exhibition areas, entrance control, and also for periodical inspections in the galleries.

During the night: **2**

Each security guard is responsible for how many rooms?

The distribution of the security guards in the exhibition space depends on the needs of each exhibition.

() One

() Two

() Three

() Or more (specify how many)

The organizing company in charge of the exhibition production can hire additional security guards and/or guides as required by the project.

How often are the galleries checked?

During the exhibition opening hours and at night.

In the morning before the public arrival.

During the closing time Mondays.

Is there security personnel stationed at all entrances of the building during opening hours?

Yes (X) No ()

Is the outside perimeter of the building monitored periodically? Yes (X) No ()

There is a fixed surveillance post at the building entrance and inspections are held outside the building.

Is there a record control of entrances and exits of people from the building?

Yes (X) No ()

The Museum controls staff and service providers circulation as well as vehicles parking during the



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exhibition installation and dismantling. Also controls public circulation during the exhibitions opening hours. The organizing company in charge of the exhibition production can provide visitor counting systems if necessary.

Are the visitors allowed to carry bags, backpacks or other items in the exhibition galleries?

Yes () No (X)

If not, where are they stored?

They are checked in at the cloakroom.

The organizing company in charge of the exhibition production must hire staff for handling, collecting and delivering items in the cloakroom.

Does the institution have a protocol to cope with emergencies (theft, vandalism, catastrophe)?

Yes () No (X)

The organizing company in charge of the exhibition production must implement its own emergency plan. Moreover, the Departamento de Museus – OCA (Museums Department - OCA) staff and the staff hired specifically for the project must be trained.

Note : There are two emergency exits in case of accident.

If yes, how often is the staff trained for its implementation?

Staff training will happen simultaneously with the new security adjustments that the organizing company in charge of the exhibition production will develop.

Does the Museum have an electronic security alarm system in permanent operation throughout the building?

Yes () No (X)

The organizing company in charge of the exhibition production may proceed with installation of electronic circuit cameras and a control center.

If yes, is there any unprotected area? Yes () No (X)

If yes, specify which areas are not protected:

Is there a fire detection system in permanent operation throughout the building?

Yes (X) No ()



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If yes, is there any unprotected area? Yes () No (X)

If yes, specify:

Where is the Museum fire alarm system triggered?

() Control panel at the Museum security central control

() Local Fire Brigade

() Central control of the Security contractor

(X) Other (specify) **In the concierge**

What kind of fire suppression system operates at the Museum?

(X) Fire Extinguisher | Hydrants

() Sprinklers

() Other (specify)

If necessary the organizing company in charge of the exhibition production can provide other firefighting equipment according specifically to the project needs.

Is the Museum staff trained to act in an emergency situation? Yes (X) No ()

Staff is trained to operate the two emergency exits for the Museum evacuation.

Note: The organizing company in charge of the exhibition production must hire a firefighter throughout the period of exhibition installation and dismantling and during the public visiting period.

How far is the institution from the local fire brigade?

4,1 Kilometers (9 minutes)

Avenida Domingos de Morais, 2329

Is there any fire hydrant at the street near the building? Yes (X) No ()

9. INSURANCE

Does the Museum have insurance? Yes () No (X)



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The organizing company in charge of the exhibition production must provide the appropriated insurance policy.

In the last three years, has the Museum recorded any serious damage / theft / loss of works from its collection or loaned by third parties?

Yes () No (X)

10. LOAN HISTORY

The *OCA - Lucas Nogueira Garcez Pavilion* building hosted the Aviation Museum of Sao Paulo (*Museu da Aeronáutica de São Paulo*) and the Folklore Museum (*Museu do Folclore*) in the past. Since June 2010, the building is administrated by the Secretary of Culture of the Sao Paulo Municipality (*Secretaria Municipal de Cultura da Cidade de São Paulo*) and in 2013 became part of the City Museum (*Museu da Cidade*). After December 2017 became one of the museological places from Department of Museums of São Paulo.

Find bellow a selection of temporary exhibitions held at the institution over the past two years gathering works on short and long term loans:

EXHIBITION TITLE	EXHIBITION AREA	DURATION
<i>Ministério da Cultura #culturagerafuturo</i>	<i>Underground, auditorium & ground Floor</i>	<i>14/03/18 to 15/03/18.</i>
<i>E- bike</i>	<i>Underground & Ground Floor</i>	<i>07/11/17</i>
<i>Storaro: escrever com a Luz</i>	<i>Ground Floor</i>	<i>16/09/17 to 06/11/17</i>
<i>Nossa Italia</i>	<i>Auditório e First Floor</i>	<i>16/09/17 to 06/11/17</i>
<i>Modos de Ver o Brasil Itaú Cultural</i>	<i>Whole Building</i>	<i>31/03/17 to 03/09/17</i>



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<i>Francesco Vezzoli Cinerama</i>	<i>Ground floor</i>	<i>20/11/16 to 11/12/16</i>
<i>Art of the Brick, de Nathan Sawaya</i>	<i>Underground</i>	<i>12/08/16 to 31/10/16</i>
<i>MostraBlack</i>	<i>Underground</i>	<i>06/06/15 to 21/06/15</i>
<i>Reverta</i>	<i>First and Second Floors</i>	<i>16/05/15 to 5/07/15</i>
<i>Alimentário Arte e Construção do Patrimônio Alimentar Brasileiro</i>	<i>Underground</i>	<i>25/01/15 to 29/03/15</i>
<i>Memória Mutante</i>	<i>First Floor</i>	<i>09/10/14 to 01/02/15</i>
<i>Ibirapuera: modernidades sobrepostas</i>	<i>Ground Floor</i>	<i>4/09/15 to 16/08/15</i>
<i>Invento As Revoluções que nos Inventaram</i>	<i>Underground</i>	<i>05/08/15 to 04/10/15</i>
<i>Mayas. Revelação de um tempo sem fim</i>	<i>Underground</i>	<i>10/06/14 to 24/08/2014</i>
<i>China ArteBrasil</i>	<i>Whole Building</i>	<i>10/04/14 to 18/05/14</i>
<i>The Little Black Jacket, Chanel</i>	<i>Ground floor</i>	<i>31/10/13 to 1/12/13</i>
<i>Esplendores do Vaticano: Uma jornada através da fé e da arte</i>	<i>Whole building</i>	<i>21/09/12 to 31/03/13</i>
<i>Let's Rock!</i>	<i>Whole building</i>	<i>04/04/12 to 03/06/12</i>
<i>Água na Oca</i>	<i>Whole building</i>	<i>26/11/10 to 08/05/11</i>
<i>Roberto Carlos: 50 anos de Música</i>	<i>Whole building</i>	<i>05/03/10 to 09/05/10</i>

<i>EXHIBITION TITLE</i>	<i>EXHIBITION AREA</i>	<i>DURATION</i>
<i>Leonardo da Vinci - A Exibição de um Gênio</i>	<i>First and Second floor</i>	<i>From 01 th March rto August 8th, 2007</i>
<i>Corpo Humano: Real e Fascinante</i>	<i>Underground</i>	<i>From 01 th March rto August 8th, 2007</i>



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<i>MAM na OCA</i>	<i>Whole building</i>	<i>From October 3 th to 10th December 2006</i>
<i>Corpos Pintados</i>	<i>Whole building</i>	<i>From 3 th May to 3th July , 2005</i>
<i>Fashion-Passion - 100 anos de moda na Oca</i>	<i>Whole building</i>	<i>From 15th September 2004 to 9th January 2005</i>
<i>Picasso na Oca</i>	<i>Whole building</i>	<i>From January 28th to 4th July, 2004</i>
<i>Guerreiros de Xi'an</i>	<i>Underground</i>	<i>From February 20th to 8th June, 2003</i>
<i>500 Anos de Arte Russa – Dos Ícones à Arte Contemporânea</i>	<i>Whole building</i>	<i>From 9th June to 10th September, 2002</i>
<i>Parede</i>	<i>Whole building</i>	<i>From 3th October 2001 to January 27 th, 2002</i>
<i>50 anos de TV e +</i>	<i>Whole building</i>	<i>From December 5th 2000 to 1th May, 2001</i>
<i>Brasil+500, Mostra do Redescobrimento</i>	<i>Whole building</i>	<i>From 23th April to 10th September, 2000</i>

RESPONSABLE FOR THE INFORMATION:

Ellie Gatos Kazakos

Supervisor of Oca



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