

# **Housekeeping Manual**

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**Historic Structure Interiors**

**Collections Storage Areas**

**Historic Objects**

**Exhibit Furniture**

**Fairfax County Park Authority  
Resource Management Division**

**April, 2000**

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## Purpose

1. To inspect the historic object collections and the structural envelope in which they are housed.
2. To maintain all exhibit collections in sound condition.
3. To keep historic object collections free of dust and abrasives.
4. To identify and report current or potential problems. Corrective action can be taken before the problem worsens or has damaging effects on collections or the building fabric.
5. To identify and report any current or potential damage.
6. To control or remove dust, soil, cobwebs, dead insects and other debris.
7. To maintain clean floor, ceiling, wall, window and woodwork surfaces.
8. To present a professional, cared-for and attractive appearance in all exhibit areas

## Basic Procedure

1. **Select** a single room or area to clean
2. **Inspect** all surfaces and all historic objects
3. **Plan** housekeeping tasks, movement of objects if necessary, placement of equipment and supplies
4. **Assemble** equipment and supplies, staff assistance where necessary
5. **Dust** surfaces first, working from the top down, then objects
6. **Clean and put away** equipment and supplies

## General Housekeeping Considerations

Routine housekeeping of historic objects and historic structure interiors should be non-invasive.

Equipment and supplies should be separate from those used for other custodial maintenance tasks. (A second set of supplies should be kept only for use with historic structure exteriors and in outbuildings.)

Vacuums and other maintenance equipment should not come in direct contact with any historic objects. Special care should be taken to avoid hitting the legs and bases of furniture with the vacuum. Vacuum cleaner nozzles should be padded with felt where they could cause damage.

Housekeeping equipment should never be propped against historic objects or exhibit furniture.

Vacuum cleaners with HEPA (high efficiency particulate absolute) filters should be used in historic structure interiors and around historic objects. Filters should be changed when they are one-half full. Treated mops are not appropriate for historic structure interiors.

Water and cleaning solutions must be placed completely away from historic objects. Never use sprays; instead dip cleaning cloths in liquid solutions.

**Allow sufficient time to complete a task. Do not rush to finish.** Complete one task before beginning another. Work in only one exhibit area at a time. Clean from the top down: ceilings, then walls, windows and woodwork, floors, etc. Finish there before moving on to the next area.

**Change dusting and cleaning cloths and gloves as they become soiled.** Make certain that and vacuum attachments and other custodial tools are also clean before beginning a task.

Sometimes objects may need to be moved in order to clean behind and beneath furniture. Follow the procedures outlined in *Handling and Moving Historic Objects*. Devise a system to make movement of the objects a careful routine, temporarily placing them in another part of the room while cleaning is ongoing, and returning them to their original location upon completion.

Establish and work within a “safety zone”: move small objects in a padded basket to a padded worktable, and make certain there is room and a clear path for the vacuum and cord. Use extreme caution when moving cleaning materials around the room. Allow plenty of clearance and turning radius for vacuum cleaners, long handled dusters and other large equipment. Where necessary, use ladders and other equipment that are appropriate in size for the exhibit space. If a large ladder is needed, two people should be present to move it around the interior of the room.

## Handling and Moving Historic Objects

Treat each object as if it were irreplaceable and the most valuable piece in the collection.

Do not eat, drink, or smoke around collections. Use pencils only and keep sharp objects, pens and ink away from objects.

The less an object is handled or moved, the more likely it is to remain intact. Before handling, examine the object for weak areas or projecting parts that could be vulnerable to damage or breakage. If necessary, wrap these areas with protective material before handling.

Handle only one object at a time, no matter how small. When you must handle an object, do so in such a way that eliminates stress and distributes its weight. Always use two hands when carrying any object. Carry small objects with one hand supporting the bottom and the other supporting the side or top. Always lift and carry an object at the point where its structure is strongest or at its center of gravity (under the seat rail of a chair, the structural frame of a table, the base and sides of an object). Never pick up an object by its handle, rim or a projecting part. Carry it no farther than necessary.

Always wash hands and completely dry them before handling objects. Remove rings and jewelry that might scratch, snag or abrade the surface of objects.

Use bare hands or wear latex or grip-type gloves for objects with slippery surfaces, such as glassware, glazed ceramics, polished stone, wood furniture. Use bare hands for objects where gloves could catch or snag on fragile threads, paint or veneer.

Always wear clean gloves (white cotton or surgical) when handling metals, gilded surfaces, leather and unglazed ceramics. Gloves prevent oils and acids naturally secreted in your hands from damaging the porous surfaces of objects.

Use your judgement about clean bare hands or gloves when handling textiles and books.

Place small objects inside a padded basket to move them.

Avoid stress on the fibers when handling textiles. Roll rather than fold flat textiles when possible; line and pad the fold with acid-free tissue to avoid creating creases. Drape large textiles across the forearms, rather than carrying them by the corners. Evenly distribute the weight of textiles to keep them from sagging in the middle. Where possible, move them in an acid-free box or lined cardboard tube.

Avoid leaning over another object in order to lift something beside or behind it. Take the time to move the first object.

Before picking up and moving an object, **know exactly where you are going**. Plan and completely clear the path in advance. If an object is heavy or awkward or you can't see around

it, don't move it alone, get help. Make sure everyone involved in the move knows the plan of action beforehand.

Never drag or slide objects across the floor; lift and carry them by the main body of the piece.

More than one object of similar weight and size can be moved together in a padded box or basket (small items) or a dolly or hand-truck (large objects). Always use padding between pieces when more than one object is put into a single container. Objects or parts of objects should not protrude from the device. Pad and pack objects in such away that they cannot shift during transport. Never stack objects on top of one another or overload a container or carrying device.

Tie down any loose parts of an object with cotton tape or strips of muslin. Move any removable parts separately. Remove objects from the tops and insides of chests, drawers and casepieces.

The ultimate aim in moving any object is to ensure that no shock is transmitted to the object. Avoid haste and allow enough time to complete the task. Move slowly and carefully when carrying objects or moving them in loaded hand-trucks, dollies, and containers. Avoid abrupt stops and starts.

**Set the object down safely before** answering the phone, opening a door or entering into a conversation.

Keep furniture in an upright position while moving. Never lay furniture down or on its side. Carry glazed and framed objects vertically rather than horizontally. Always protect the glass on framed items. Large objects should be covered and padded before moving them through doorways.

Never leave an object sitting directly on the floor. Use padded blocks when temporarily placing a framed object on the floor. Framed objects leaned against a wall should have a padded barrier to protect both the object and the wall surface.

If damage to an object occurs or is discovered, carefully collect and save all of the pieces, even tiny fragments, and lay them in a flat padded box so that no piece touches another. Do not attempt to piece the broken parts of an object together. Immediately report any damage.

Replace any barrier materials underneath historic objects exactly as they were before moving.

## Care of Housekeeping Equipment

**Frequency:**

Weekly and as needed

**Equipment and Supplies:**

Solution of Orvus and water

Vacuum cleaner attachments

Cleaning brushes

Soiled magnetic cloths (Dust Bunny), diapers, gloves, etc.

**Procedure:**

1. Wash soiled magnetic cloths (Dust Bunnies) in washing machine; dry on low temperature; use any mild detergent; do not bleach or use fabric softener.
2. Wash diapers, gloves, etc. in washing machine; use any mild detergent; dry in dryer; do not bleach or use fabric softener.
3. Inspect and clean vacuum attachments and artist brushes by washing in a solution of Orvus and water, rinsing well and drying completely before using again.
4. Check vacuum cleaner bag; empty when half-full.

## Housekeeping Procedures for Historic Object Exhibits, Historic Structure Interiors and Collections Storage Areas

### Room Inspection

**Frequency:**

Daily

**Protections and Precautions:**

1. Examine in one single room, exhibit space or collections storage area at a time
2. Be thorough in your inspection

**Procedure:**

1. Slowly and carefully, examine the entire room or exhibit space for evidence of:
  - Dust, dirt, cobwebs and insect debris
  - Pests
  - Moisture, mold or mildew
  - Structural damage (stains, cracks, flaking or blistering)
  - Collections damage
1. Report any findings in writing on the “comments” portion of the *Housekeeping Log* **and** verbally notify site or assistant site manager
2. Wipe up any moisture with a clean cotton cloth
3. If an historic object has been damaged, follow the procedures for reporting collections damage; save **every** fragment, wrapping up each piece individually

## Ceilings

**Frequency:**

Monthly or as needed

**Equipment and Supplies:**

Long-handled duster

Cotton string

Clean diapers

**Protections and Precautions:****Procedure:**

1. Wrap a clean diaper around the long-handled duster; tie diaper securely at base with cotton string
2. Begin in one corner where the ceiling intersects the wall surfaces
3. Working around the room, use a light twisting motion to pick up cobwebs and dust.

## Reproduction Light Fixtures

### Frequency:

Spring and fall; reproduction candle-lit fixtures immediately after each use

### Equipment and Supplies:

Cotton gloves

Soft artist brushes

Magnet cloths (Dust Bunny)

Glass cleaner solution (equal parts distilled water and denatured alcohol with a few drops of ammonia)

Step ladder as needed

### Protections and Precautions:

1. If using a ladder, use two people, one on the ladder, another to steady it and assist person stepping up and down
2. Careful placement and moving of the ladder

### Procedure:

1. Handle metal parts with clean cotton gloves; gently dust large areas and objects with magnetic cloth.
2. Gently dust smaller objects and crevices with artist brush.
3. Gently dust glass globes and panels on reproduction light fixtures with a magnetic cloth; use glass cleaner solution as needed.

## Walls

### **Frequency:**

*Corners:* Monthly and as needed

*Flat surfaces:* Twice a year and as needed

### **Equipment and Supplies:**

Long-handled duster wrapped with diaper and cotton string

Clean diapers

Small container of clean water

### **Protections and Precautions:**

### **Procedure:**

1. Wrap a clean diaper around the long-handled duster; tie diaper securely at base with cotton string
2. Begin in one corner and work across the wall from side to side and from top to bottom, gently sweeping walls with duster
3. Working around the room, use a light twisting motion to pick up cobwebs and dust
4. Gently spot clean any soiled areas with a clean diaper lightly dampened with the Orvus solution
5. Rinse with another diaper lightly dipped in clean water
6. Dry with a clean diaper
7. Use a regular vacuum cleaner and brush attachment to vacuum wall surfaces in outbuildings

## Vent Grilles

**Frequency:**

Twice a year

**Equipment and Supplies:**

Regular (not HEPA) vacuum with brush attachment

Step ladder

**Protections and Precautions:**

1. Clear a safety zone for the vacuum cleaner, cord and ladder
2. Use two people: one on the ladder, the other to steady the ladder and assist the person cleaning
3. Move any furniture covering floor grilles following the guidelines for moving furniture

**Procedure:**

1. Using the brush attachment, vacuum grille surfaces.

## Window Blinds and Shades

**Frequency:**

Monthly

**Equipment and Supplies:**

Short handled duster

Cotton string

Clean magnetic cloths (Dust Bunnies)

Portable HEPA vacuum cleaner with clean brush attachment

Extra vacuum bags

**Protections and Precautions:****Procedure:**

1. Wrap a clean magnetic cloth around the head of the short handled duster; tie cloth securely at base with cotton string
2. Turn blinds so that slats face upward
3. Working back and forth and from top to bottom, gently dust cover at top of blind and all slats
4. Turn slats to the opposite position; repeat
5. Raise the blind part way and check the window sill for insect remains or fallen debris; vacuum any debris using the brush attachment.
6. Report any broken or warped slats, weakened tapes or fraying cords.
7. Shades: wipe shade from the top down. Raise the shade part way and check the window sill for any fallen debris; vacuum debris using brush attachment.

## Window Panes

### Frequency:

Spring and fall and as needed

### Equipment and Supplies:

Clean diapers

Plain water

Glass Cleaner Solution I (equal parts distilled water and isopropyl alcohol plus a few drops of ammonia)

Glass Cleaner Solution II (1/2 cup of distilled white vinegar and water. A few drops of alcohol should be put in the final rinse water to minimize streaking.)

Step ladder

### Protections and Precautions:

1. Use two people: one on the ladder, another to steady the ladder and assist the person stepping up or down
2. **Do not rub** historic window glass hard; use firm but light strokes.
3. **Do not let cleaner drip** onto window sills and ledges.

### Procedure:

1. Remove or carefully tie back all window coverings; raise blinds carefully.
2. If both the plexiglass panel and the glass window panes behind it need cleaning, carefully remove the plexiglass panel and clean the glass panes first, then the inside of the plexiglass panel. Replace the plexiglass panel, and then clean the outside.
3. *Glass window panes:* Dip a clean diaper into a small amount of glass cleaning solution; wipe the surface of each pane from top to bottom using moderate pressure in circular movements. Make sure to get corners and sides of each pane. Dry with a clean diaper.
4. *Ultraviolet filter Plexiglas panels:* Dip a clean diaper into plain water. Wipe the surface of each panel from top to bottom using moderate pressure in circular movements, making sure to get corners and sides of each panel. Wipe dry with a clean diaper.

## **Reproduction Window Coverings and Bed Hangings**

### **Frequency:**

Spring and fall

### **Equipment and Supplies:**

Portable vacuum cleaner with HEPA-filter and variable speed control, clean upholstery attachment and extra bags (replace bags when ½ filled)

Step or platform ladder

### **Protections and Precautions:**

2. Clear a safety zone for the vacuum cleaner and cord.

### **Procedure:**

1. Release cords or roping and gently open the panels; bed or window hangings should hang as flat as possible.
2. Vacuum on low suction using the upholstery attachment starting at the top of each panel and working downward using short strokes in one section at a time.
3. Slightly re-fold or reconfigure reproduction window coverings and bed hangings to reduce structural stress.
4. Inspect the reverse side of curtains and hangings for evidence of insects; gently vacuum as needed.

## Woodwork

(Mantels, window sills, fireplace surrounds, door and window frames, wood shelves, cornices, chair rails, stair rails and banisters, baseboards, etc.)

### Frequency:

Weekly and as needed

### Equipment and Supplies:

HEPA vacuum with brush attachment

Plastic dustpan

Magnetic cloths (Dust Bunnies)

Handled duster

Artist's brush

Solution of Orvus and water (1 Tablespoon Orvus soap to 1 gallon of warm water)

Clean water

Clean diapers

Two small plastic buckets

### Protections and Precautions:

### Procedure:

1. *Dusting:* Using a magnetic cloth, a magnetic cloth wrapped around a handled duster or an artist's brush, gently dust surfaces (especially horizontal window sills, the tops of doorways, mantels). Begin with elevated surfaces and work down to the floor. Catch accumulated dust and debris into a plastic dustpan, then vacuum with the soft round brush attachment
2. *Spot cleaning:* Place buckets of clean water and Orvus solution (no more than half-full) on a sheet of plastic drop cloth near work area, but well away from historic objects. Spot-clean smudged and soiled areas by moistening a clean diaper with the Orvus and water solution. Wipe gently using moderate pressure and circular strokes until soil has disappeared and surface is clean. Rinse out cloth frequently and change solution as needed. Rinse area immediately using a fresh diaper dipped in clean water. Dry thoroughly with a clean dry diaper.

**Hardware**  
**(Lock boxes and key escutcheons, jamb hooks, window grilles, etc.)**

**Frequency:**

Weekly

**Equipment and Supplies:**

Clean cotton gloves

Soft artist brushes

Magnetic cloths (Dust Bunnies)

Step ladder as needed

**Protections and Precautions:**

1. Use two people: one on the ladder, another to steady the ladder and assist the person stepping up or down
2. Careful placement and moving of the ladder

**Procedure:**

1. Handle metal hardware with clean cotton gloves
2. Gently dust large objects and areas with magnetic cloth and large artist brush.
3. Gently dust smaller objects and crevices with smaller artist brushes.
4. Report tarnished and stained areas

## **Fireplaces (Hearths and Fireboxes)**

**Frequency:**

Monthly

**Equipment and Supplies:**

HEPA vacuum (interiors)

Regular vacuum (outbuildings)

Diapers

**Protections and Precautions:**

1. Clear a safety zone for the vacuum cleaner and cord

**Procedure:**

1. Following the procedures for *Handling and Moving Historic Objects*, move any objects on the hearth or in the firebox (crocks, fenders, andirons, logs, etc.) to a safe and secure area in the room.
2. Dust marble hearths with a clean dry diaper, directing any debris into the vacuum nozzle.
3. *Interior fireplaces:* Using the floor attachment, vacuum the firebox using the HEPA vacuum cleaner.
4. *Outbuildings and working fireplaces:* Shovel ashes into a container and remove from building. Vacuum firebox with regular vacuum cleaner.
5. Report evidence of chimney debris, pest or bird activity; inspect exhibit logs closely for soft or crumbling areas.

**Floors**  
**(Finished and unfinished wood, stone, brick, tile)**

**Frequency:**

*Entrance and main traffic areas:* Daily during periods of high visitation

*Elsewhere:* Weekly and as needed

**Equipment and Supplies:**

Long-handled duster wrapped with magnetic cloth (Dust Bunny) and cotton string tie

Clean magnetic cloths

HEPA vacuum cleaner with clean floor and crevice attachments

Regular canister vacuum with clean floor and crevice attachments

Extra bags for both vacuum cleaners

Murphy's Oil Soap or distilled white vinegar

Two 2-gallon buckets of water, one for the cleaning solution, one for rinsing

**Protections and Precautions:**

1. Do not bump the legs or any other surfaces of historic objects.
3. Check vacuum to make certain padded edges are intact

**Procedure:**

1. *Interior Floors:* Using the HEPA vacuum with floor attachment, vacuum the entire surface of the floor. Carefully vacuum floor at baseboard edges using the crevice attachment. To get beneath and behind very large objects (beds, sofas, pianos, large mill and agricultural equipment, etc.): use the long-handled duster wrapped with a magnetic cloth; change cloths as they become soiled. Move small items away from the area to be cleaned. Move large furnishings only when absolutely necessary. Spot-clean tracked-in mud as needed using a cloth lightly dipped in water; wipe dry with a clean cloth (avoid soaking the floorboards). For a more thorough cleaning mix a diluted cleaning solution of one tablespoon of Murphy's Oil Soap to a 2-gallon bucket of water (no suds) or 1/2 cup of distilled white vinegar and a 2-gallon bucket of water. Lightly dampen a soft cotton mop with either solution and go over the floors. Either one should break up the dirt and grease. Rinse the floor with a 2-gallon bucket of plain water. Repeat as needed until the mop rinses clean. Make certain the floor is completely dried before putting anything back on top of it.
2. *Outbuilding Floors:* Using the regular vacuum with the wide brush attachment, vacuum the entire surface of the floor. Carefully vacuum floor at baseboard edges using the small brush attachment. To get beneath and behind very large objects (beds, sofas, pianos, large mill and agricultural equipment, etc.) use the long-handled duster wrapped with a magnetic cloth; change cloths as they become soiled. Move furnishings only when absolutely necessary. Spot-clean tracked-in mud as needed using a cloth lightly dipped in water; wipe dry with a clean cloth (avoid soaking the floorboards).
3. *For outbuildings with dirt floors:* Lightly sprinkle with water during period of high visitation and before demonstrations; otherwise leave alone.

## Reproduction Floor Coverings

**Frequency:**

Weekly and as needed

**Equipment and Supplies:**

HEPA vacuum cleaner with clean floor attachment with padded edges

Extra vacuum bags (replace bags when ½ filled)

**Protections and Precautions:**

1. Do not bump the legs, edges or other surfaces of historic objects.
2. Check to make certain the floor attachment of the vacuum is securely padded
3. Clear a safety zone for the vacuum cleaner and cord

**Procedure:**

1. Vacuum the entire surface of the floor covering using the floor attachment on low suction. Start at one edge of the floor cover and working from one side to another; propel the vacuum forward and backward at least twice over each section; complete one small section at a time until entire carpet is done.
2. Use crevice tool to vacuum beneath edges of floor cover where dirt, dust and debris get trapped.
3. Only where absolutely necessary, move furnishings following the procedures above

## Visitor and Door Mats

### **Frequency:**

*During periods of high visitation and inclement weather:* Daily

*Otherwise:* Weekly and as needed

### **Equipment and Supplies:**

Portable vacuum cleaner with HEPA-filter and variable speed control, clean floor attachment with padded edges, extra bags (replace bags when ½ filled)

Broom for sweeping outside porches, stoops and thresholds

### **Protections and Precautions:**

1. Clear a safety zone for the vacuum cleaner and cord

### **Procedure:**

1. Keep outside and inside entrance mats in place at all times.
2. Using a broom, sweep outside porches, stoops and thresholds at entrance.
3. Vacuum mats using the floor attachment

## Historic Objects

### Frequency:

*Horizontal surfaces on wood objects:* Weekly or as needed

*Backs, undersides, inside drawers of wood furniture:* Twice yearly or as needed

*All other wood objects:* Monthly or as needed

*Metals, glassware and ceramics:* Monthly or as needed

*Agricultural implements:* Monthly or as needed

*Books, textiles, upholstery, framed objects, looking glasses:* Quarterly or as needed

### Equipment and Supplies:

HEPA vacuum cleaner with attachments designated *Collections Only*

Extra bags (replace bags when ½ filled)

Magnetic dust cloths (Dust Bunny) designated *Collections Only*

Fiberglass screen with tape bound edges

Photographer's blow bulb

Artist brushes of varying sizes

Diapers designated *Collections Only*

Cotton gloves

Padded basket designated *Collections Only*

Portable table with mattress pad designated *Collections Only*

### Protections and Precautions:

1. Clear a safety zone for the vacuum cleaner and cord; **do not drag vacuum cleaner** across wood floors or carpeted areas.

### Procedure:

*All Historic Objects*

1. Carefully examine each object for signs of damage, loose or weak areas or infestation. Immediately report these to the Collections Office. Do not attempt to dust them.
2. Report any special cleaning or special treatment needs to the Collections Manager.
3. Inspect each object. Dust only when presence of dust warrants it.
4. Prepare a clean padded worktable for lightweight and fragile objects moved for dusting.
5. Carry small objects and books to and from the worktable in the padded Collections basket. For any objects that must be moved: follow the procedures listed in *Handling and Moving Historic Objects*.
6. Return all objects to their designated locations. Replace any barrier materials exactly as they were originally. Make certain that furniture is not in direct contact with wall surfaces, woodwork or other furnishings.
7. All cleaning should be accomplished with a gentle light touch, rather than robust scrubbing and elbow grease. If in doubt about the stability of a surface, **do not** clean it.

*Books*

1. Work on a clean padded surface.
2. Wearing clean gloves and holding the book firmly closed, gently cradle one book at a time in one hand. Never grab a book by the top or sides of the spine.
3. With the other hand, gently dust along the top and bottom edges with a soft artist brush from the binding out to the front edge, then dust the side edge and back and front covers from top to bottom. For books with unstable or loose covers or pages, gently squeeze the blow bulb along the edges instead of the artist brush. Do not open or leaf through book.
4. Replace each book, making sure that it rests on an acid free barrier.
5. Report any loose covers, broken spines or protruding pages.

#### *Textiles and Reproduction Upholstery*

1. Wearing cotton gloves and handling textiles as little as possible, inspect and gently re-fold or slightly reconfigure folded or hanging textiles to reduce structural stress.
2. Place fiberglass screen over the area to be cleaned. Lightly vacuum with the crevice attachment on low suction, **do not drag attachment** across the surface. Work on one area at a time.
3. Lift the screen to move to another area, **do not drag screen** across the surface.
4. Report any stains, wear, deterioration, tears or discoloration.

#### *Wood Furniture and Objects*

1. Remove all small objects on furniture surface to the worktable.
3. Use artist's brush or blow bulb to lightly dust small areas and crevices. Avoid handling or dusting any loose or fragile parts.
4. Dust behind and beneath objects. Vacuum inside drawers and backs of case pieces.
5. Use magnetic cloth or wrapped around short-handled duster to dust legs and feet.
6. *Musical Instruments and Clocks:* Keep lids and doors closed at all times when not absolutely necessary; **do not attempt to dust** interiors, soundboard, strings, clock mechanisms or moving parts.

#### *Metals: Silver, Pewter, Copper, Brass, Iron, Steel and Tin*

1. Wear clean cotton gloves while handling all metals.
2. Separate removable parts. For small objects, use a diaper, magnetic cloth or small artist's brush to lightly dust each object or part. To dust large objects, use a diaper, catching dislodged dust in the nozzle of the vacuum.
3. Report any flaking or non-adhering rust, polish residue or areas of corrosion.

#### *Glass and Ceramics*

1. Remove any lids, stoppers or other separate pieces and detachable parts before moving or dusting an object.
2. Dust each object carefully with a magnetic cloth; use a soft artist brush or blow bulb for protruding parts, crevices and gilded decoration.

#### *Agricultural Implements*

1. Dust each object in place.

2. Wear cotton gloves while handling any metal parts.
3. Vacuum large objects with the soft round brush attachment, dust crevices with a large artist brush and catch dislodged dust in the nozzle of the HEPA vacuum.

#### *Framed Objects and Looking Glasses*

1. **Do not touch** the surface of a painting or any gilded or fragile decorative elements.
2. *Painted and finished wood frames:* wearing cotton gloves hold one side of the frame while dusting the other side with a soft artist brush. Using a light touch, start at the top and move slowly and deliberately down the sides, finishing at the bottom. Catch any dislodged dust with the nozzle of the vacuum cleaner.
3. *Gilt frames:* Wearing cotton gloves use the blow bulb to gently squeeze to blow dust from gilded frames.
4. *Glass or mirrored surfaces:* Using a light circular motion, dust with a magnetic cloth; to clean dirt or streaks from surface, lightly dip a diaper in glass cleaner solution, rub gently in a circular motion, taking care not to touch the frame; gently dry with a clean dry diaper.

#### *Objects Removed from Exhibit*

1. After an exhibit and before returning object to storage, historic object collections that have been on exhibit should be dusted or vacuumed appropriately.
2. Historic objects stored in case pieces and cupboards on site should be inspected routinely, but only dusted or vacuumed as needed.

## Housekeeping Procedures for Exhibit Furniture

### Panels

**Frequency:**

Weekly and as needed

**Equipment and Supplies:**

Long-handled duster wrapped with magnetic cloth (Dust Bunny) and tape tie

Magnetic cloths (Dust Bunny)

Short-handled duster

Diapers

Solution of Orvus soap and water (1 T Orvus to 1 gallon of warm water)

Plain water

**Protections and Precautions:**

1. Avoid jabbing anyone or anything with the handle of the duster

**Procedure:**

1. Working across and from top to bottom and using a twisting motion, lightly dust panel with cloth duster
2. Use long-handled duster for tall panels and change to short-handled one for work at eye level
3. Spot-clean fingerprints and smudges with a diaper dipped in the Orvus and water solution; gently wipe until soil disappears; rinse immediately with fresh diaper dipped in plain water. Dry thoroughly with a clean dry diaper.

## Platforms

**Frequency:**

Weekly and as needed

**Equipment and Supplies:**

HEPA vacuum with brush attachment

Magnetic cloths (Dust Bunnies)

Diapers

Orvus soap solution (1 tablespoon Orvus to 1 gallon of warm water)

Plain water

**Protections and Precautions:**

1. Clear a safety zone for vacuum cleaner and cord

**Procedure:**

1. *If object on platform is small and stable:* move to a padded worktable, then vacuum platform using the brush attachment.
2. *If objects cannot be moved safely and easily:* carefully dust surface around object with a magnetic cloth, pulling the dust out to the edge of the platform where it can be vacuumed up with the brush attachment
3. Carefully vacuum the rest of the platform surface and edges.
4. Spot-clean fingerprints and smudges with a diaper dipped in Orvus and water solution. Wipe gently until soil disappears. Rinse immediately with fresh diaper dipped in plain water. Dry thoroughly with a clean dry diaper.

## Cases

### Frequency:

*Case top interior:* Exhibit installation and as needed

*Case top exterior and base:* Weekly and as needed

### Equipment and Supplies:

Magnetic cloths

Plain water

Glass cleaner (equal parts distilled water and denatured alcohol with a few drops of ammonia)

Diapers

Artist's brush

HEPA vacuum with crevice attachment

### Protections and Precautions:

1. Only clean historic objects when the site is closed and areas are free of visitors.
1. To remove the top of a case, **get help** moving it if it is larger than 15" in any direction

### Procedure:

1. Inspect case interior for dust, soil or debris. Remove top of case if necessary, taking care not to get fingerprints on the inside. Carefully move any objects or labels in the way, following *Guidelines for Handling and Moving Historic Objects*. Using a soft artist brush, gently dust debris to edge of case and into the crevice attachment of a vacuum on light suction. Carefully replace or adjust labels or objects; replace top of case securely.
2. *Plexiglass tops:* dip a clean diaper into plain water; wipe the surface of each panel from top to bottom using moderate pressure in circular movements, making sure to get corners and sides of each panel; wipe dry with a clean dry diaper.
3. *Glass tops:* dip a clean diaper into a small amount of glass cleaner solution; wipe the surface of each pane from top to bottom using moderate pressure in circular movements, making sure to get corners and sides of each pane; wipe dry with a clean dry diaper.
4. *Wood bases:* Gently dust the sides of the base with a magnetic cloth, taking care not to press against, push or knock the case off center or to disturb its contents. Vacuum bottom edges of base at floor with the crevice tool, taking care not to press against, push or knock the case off center or to disturb its contents.

## Staff Office and Kitchen Areas

**Frequency:**

Daily

**Equipment and Supplies:**

Separate trash receptacle for food waste and wrappings (metal preferred)

Sturdy metal or hard plastic food storage containers with tight fitting lids

Refrigerator

**Procedure:**

1. Place all food waste and wrappings into one container during the day; empty container into outside waste receptacle at the end of every day.
2. Place all foodstuffs in the refrigerator or in containers with sturdy (i.e. tooth proof), tight-fitting lids as soon as possible after use.

## Housekeeping Supplies

1. Nylon mesh screen for cleaning textiles
2. Q-tips
3. Orvus soap
4. Dust mask
5. Jewelry polishing cloth
6. Brushes for cleaning, large “dusting” brush and small paint brushes
7. Renaissance wax
8. Diapers
9. Dust bunnies
10. Apron with pockets on the front
11. Flashlight
12. White cotton gloves (at least two pairs so others can help)
13. Renaissance wax
14. Tape measure
15. Paper for notes
16. Pencil
17. Canvas tote bag to hold these items

## Basic Housekeeping Schedule

### Daily:

1. Inspect all rooms, exhibit spaces and collections storage areas:
  - a. Security (adjust objects as needed)
  - b. Evidence of insects or pests (advise Site Manager; clean up as needed)
  - c. Damage (notify Collections office)
2. Dispose of food waste from staff office and kitchen areas

### Weekly:

1. Vacuum or dust window sills in all buildings
1. Dust or vacuum exhibit panels, platforms and cases
2. Clean glass and Plexiglas exhibit covers
3. Vacuum floors in all buildings, getting underneath and behind large objects
4. Vacuum visitor and door mats and reproduction floor coverings
5. Dust or vacuum woodwork
6. Dust hardware
7. Dust horizontal surfaces on wood objects

### Monthly:

1. Dust ceilings and corners of walls
2. Remove cobwebs from walls and ceiling in all buildings
3. Dust window blinds and shades (leave lowered in closed position)
4. Vacuum fireplaces
5. Vacuum or dust wood objects, agricultural implements, metals, glassware and ceramics
6. Check the fire and smoke detector system for the site
7. Check security system for the site
8. Accompany pest contractor on monthly inspection
9. Inspect air handler and furnace filters; change as needed

### Quarterly:

1. Dust books, textiles, upholstery, framed objects and looking glasses

### Twice Yearly:

1. Clean window panes in all buildings
2. Clean reproduction light fixtures in all buildings
3. Clean flat wall surfaces as needed
4. Vacuum vent grilles
5. Vacuum reproduction window coverings and bed hangings
6. Inspect smoke detectors with contractor
7. Inspect security systems with contractor

### Yearly:

1. Arrange for annual fire extinguisher inspection and refill extinguishers as needed
2. Colvin Run Mill only: Wash and polish wood floors in house, barn, store and mill

3. Collections Storage only: Wash vinyl flooring

**As Needed:**

1. Spot-clean walls
2. Spot-clean hardware
3. Clean collections as directed by Collections Manager

## Monthly Housekeeping Log

**Room/Exhibit Space:** \_\_\_\_\_ **Month/Year:** \_\_\_\_\_

<b>Object</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
Room Inspection					
Ceiling					
Light Fixtures					
Walls					
Vent Grilles					
Window Blinds					
Window Panes					
Window Coverings					
Bed Hangings					
Woodwork					
Hardware					
Fireplace					
Floor					
Floor Covering					
Visitor Mats					
Door Mats					

Books

Textiles/Upholstery

Horizontal Surfaces

Wood Objects

Metal Objects

Glass Objects

Ceramics

Agricultural Objects

Framed Objects

Looking Glasses

Exhibit Panels

Exhibit Platforms

Exhibit Cases

Case Covers

Staff Office

Kitchen

**Comments:**