

## Chapter 13: Museum Housekeeping

|  | <u>Page</u> |
|--|-------------|
| <b>A. Overview</b> .....   | 13:1        |
| What information will I find in this chapter? .....  | 13:1        |
| What is a Museum Housekeeping Plan? .....  | 13:1        |
| Why is museum housekeeping important? .....  | 13:2        |
| Who is responsible for museum housekeeping? .....  | 13:3        |
| What is museum housekeeping? .....   | 13:3        |
| What is the goal of museum housekeeping? .....   | 13:4        |
| What is the goal of cleaning? .....  | 13:5        |
| How does museum housekeeping differ from housekeeping at home? .....   | 13:5        |
| How often should I clean? .....  | 13:6        |
| How do I find out the correct techniques for cleaning objects? .....   | 13:6        |
| Where can I get training to learn more about housekeeping? .....   | 13:6        |
| <b>B. The Museum Housekeeping Plan</b> .....   | 13:7        |
| What are the components of a Museum Housekeeping Plan? .....   | 13:7        |
| How do I prepare the title page? .....   | 13:7        |
| How do I write the narrative section? .....  | 13:7        |
| What are reference file sheets? .....  | 13:8        |
| How do I complete the reference file sheet for environmental concerns? .....   | 13:8        |
| How do I complete the reference file sheet for equipment or supplies used to monitor and<br>control the environment? ..... | 13:8        |
| What are housekeeping plan task sheets? .....  | 13:9        |
| How do I prepare a task sheet? .....   | 13:10       |
| What is a housekeeping schedule? .....   | 13:11       |
| How do I prepare a housekeeping schedule? .....  | 13:12       |
| Will ANCS+ help me develop my Museum Housekeeping Plan? .....  | 13:12       |
| <b>C. Selected Bibliography</b> .....  | 13:13       |
| <b>D. List of Figures</b> .....  | 13:15       |

# CHAPTER 13: MUSEUM HOUSEKEEPING

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## A. Overview

### 1. *What information will I find in this chapter?*

Information in this chapter will help you to:

- understand the importance of museum housekeeping
- identify the elements of museum housekeeping
- write a Museum Housekeeping Plan
- find additional sources of information

The chapter includes sample formats for a Museum Housekeeping Plan. This format is not required. You can contact your Support Office curator for other sample housekeeping plans that parks have used.

This chapter will not tell you how to clean objects. That specific information is available from a variety of other sources listed in the references. You can also contact your Support Office curator for help.

### 2. *What is a Museum Housekeeping Plan?*

In the National Park Service, a written housekeeping plan is required for every space that houses museum collections, such as storage spaces, furnished rooms in a historic structure, indoor and outdoor exhibit spaces, curatorial offices, and work and reference spaces. See Cultural Resource Management Guideline (formerly NPS-28), 1997, Chapter 9, D.2.a, Preventive Conservation. Museum objects and historic spaces are cleaned in a different way than modern buildings and equipment that may house museum objects.

A staff curator, collateral duty curator, or contractor who has expertise in the preventive care of museum objects should write the housekeeping plan. The production of the plan should include all staff who will have housekeeping responsibilities. If the plan is written by someone other than the curator, the plan should be reviewed and recommended by the curator before approval by the superintendent. You can use the sample format presented here or contact your Support Office curator for other formats that have been used successfully in parks.

The Museum Housekeeping Plan sets up a schedule for preventive treatments. It serves as a reminder of what needs to be done and, generally, how often it needs to be done. The Museum Housekeeping Plan:

- considers the nature and condition of museum collections
- identifies the location of museum collections
- identifies both routine housekeeping tasks and special housekeeping projects
- identifies equipment, materials, and techniques for carrying out housekeeping tasks

- identifies staff persons responsible for carrying out housekeeping tasks
- establishes a schedule for completing the tasks
- records completed tasks

An approved Museum Housekeeping Plan provides a framework for consistent care of museum objects. It institutionalizes a preventive conservation program. The preservation of the museum collection depends on adherence to the plan by the entire park staff over time. No single employee is responsible for care of the objects. The plan is based on the idea that preventive conservation is an ongoing process—not a product.

*A well-written Museum Housekeeping Plan is the basis for your park's preventive conservation program.*

3. *Why is museum housekeeping important?*

Preventive conservation, the *primary goal of housekeeping*, aims to prevent damage to museum collections. See Chapter 3, Preservation: Getting Started, for a discussion of preventive conservation. Housekeeping is essential to your preventive conservation program.

From the moment an object is created, it begins to deteriorate as a result of its interaction with the environment. At certain points in its life, a museum object may require the knowledge and skills of a conservator to stabilize its condition. You can minimize the need for conservation treatment by implementing a museum housekeeping program in all spaces that house museum objects, such as:

- exhibit spaces
- historic furnished rooms
- storage spaces
- curatorial offices
- research services spaces
- other work spaces

Each space will require a slightly different approach to cleaning that takes into account how objects are stored and used. For example, exhibit spaces with closed cases may require only annual dusting of objects. Historic furnished rooms, with objects on display in the open air, will require daily or biweekly cleaning.

| Preventive Conservation   |  |
|---|--|
| Curator/Collateral Duty Curator   | Other Park Staff   |
| <ul style="list-style-type: none"> <li>• Monitors and assesses the condition of objects</li> <li>• Monitors and evaluates the museum environment</li> <li>• Practices proper methods and techniques for storing, exhibiting, handling, packing and shipping of objects</li> <li>• Develops and carries out an ongoing housekeeping program for collection spaces</li> <li>• Prepares an emergency management plan for the museum collection</li> <li>• Prepares an Integrated Pest Management program for the museum collection</li> <li>• Coordinates park's Museum Housekeeping Plan</li> </ul> | <ul style="list-style-type: none"> <li>• Provide guidance, in their area of expertise, on effective means of achieving preservation standards for museum objects</li> <li>• Alert curator to impending activities that may impact museum collections but are not addressed in the Museum Housekeeping Plan</li> <li>• Prepare parkwide emergency management plan</li> <li>• Prepare the parkwide Integrated Pest Management plan</li> <li>• Assist in development and annual review of the Museum Housekeeping Plan</li> <li>• Implement the actions of the Museum Housekeeping Plan for which they are responsible</li> </ul> |

**Figure 13.1. Curator and Other Park Staff Roles in Preserving Museum Collections**

4. *Who is responsible for museum housekeeping?*

The park superintendent delegates responsibility for the day-to-day management of museum objects to a permanent full-time, part-time, or collateral duty curator. Non-curatorial staff may also play significant roles in preserving museum objects. For example, keeping air filters clean in a heating, ventilation, air conditioning (HVAC) unit is a preventive conservation action that may be carried out by non-curatorial staff, but that task has significant impact on the long-term preservation of museum objects. This shared responsibility requires close cooperation and open communication between the curatorial and maintenance staff. Although the superintendent may delegate duties, housekeeping must be a primary concern of site management; sound housekeeping practices are significant for the visitor experience and visitor safety, as well as for resource preservation.

Good museum housekeeping needs the contributions of all park staff including maintenance personnel, interpreters, historians, architects, and other cultural resources staff. Individual parks will divide these responsibilities differently. Curatorial staff must keep close watch over the effects of cleaning, informing maintenance when methods or frequency seem harmful. Maintenance and other staff have a reciprocal obligation to consult the curator and take advice or work out acceptable alternatives. See Figure 13.1 for shared roles in preserving museum collections.

5. *What is museum housekeeping?*

In the context of museum collections management, the term "housekeeping" is defined as all of the ongoing actions (tasks) to preserve museum objects, archives, and museum records. Housekeeping is planning and monitoring, as much as it is hands-on collections care. Housekeeping requires *looking* as much as *doing*. Knowing when *not* to clean is as important as knowing when and how to clean. Housekeeping involves such tasks as:

- building and site care
- monitoring the effectiveness of environmental controls
- monitoring and recording light, temperature, and relative humidity levels
- monitoring for pests
- cleaning or replacing filters in air handling units
- monitoring the condition of museum objects
- dusting
- vacuuming
- applying protective waxes

Housekeeping is a major, and very challenging, part of a collections management program.

- It will greatly increase or greatly decrease the life of museum objects.
- It requires direct contact with museum objects.
- It is time consuming.

6. *What is the goal of museum housekeeping?*

Good museum housekeeping minimizes deterioration of objects by focusing on preventive care. Housekeeping relies on blocking the agents that deteriorate artifacts, such as pests, pollutants, and UV light, and monitoring to be sure that preventive actions are working. It enables you to inspect your collection on a routine basis so that deterioration can be detected early. Only when preventive techniques have failed, will cleaning need to be carried out.

If you approach housekeeping with this preventive approach in mind, instead of as a series of hands-on tasks, you will minimize damage to artifacts. In the long run you will also save a lot of time.

For example:

You can place floor mats at the entrance into historic houses where objects are exhibited, limiting the amount of dirt brought into the space that can be kicked up as dust. If you use a HEPA (high efficiency particulate air) filter vacuum when you clean, you minimize the amount of dust blown out into the air. Making sure doors and windows are tight limits the amount of dust blown in from outside. If all these preventive measures are taken, then the amount of dust that collects on objects and the amount of time and energy needed for cleaning will be minimized. With less cleaning and handling the chance that an object will be damaged is curbed.

You must work with and educate other park staff to improve preventive care and limit the amount of cleaning you must do. Effective care requires the cooperation of all staff members that work with and around collections.

7. *What is the goal of cleaning?*

The goal of cleaning is to preserve museum collections. Most of the traditional housekeeping tasks, such as dusting and vacuuming, are tasks also done at home. As a museum professional, you also dust and vacuum in museum exhibits, storage rooms, and furnished structures.

However, you should keep in mind that the significant difference between housekeeping at home and housekeeping in museums is the goal of preservation. Approach cleaning spaces that house museum collections from a different point of view. Consider:

- the nature and condition of objects
- cleaning materials and methods appropriate to object preservation
- signs of object deterioration
- interpretive effects in exhibits and furnished historic rooms

8. *How does museum housekeeping differ from housekeeping at home?*

Think about and understand why you are undertaking a certain housekeeping task. At home, the primary concern is usually aesthetics. You may want home furnishings and fixtures to look clean and shiny with the least amount of effort, so scrubbing and polishing may be done in haste. At a museum, these tasks are undertaken primarily to preserve collections. Cleaning must be careful, gentle, and thorough. If you simply clean for appearance, as you may do at home, then damage to collections will inevitably occur.

***Express your museum housekeeping attitude through careful, thoughtful, and gentle actions.***

“Clean” in museums means that enough collected dirt has been removed so that deterioration will not take place. It does not mean spotless or “white glove” or “squeaky” clean. Evaluate the situation each time cleaning is done and decide first, if it is necessary and second, how far you must clean. Careful museum housekeeping requires using the correct supplies and equipment with proper techniques for the preservation of a museum collection. For example:

- When *dusting*, apply minimum pressure, move carefully, and frequently change to a clean dust cloth.
- When *vacuuming*, don't allow the vacuum cleaner, including cords and attachments other than the brush, to come into contact with museum objects.

See the references listed at the end of this chapter for more explanations of cleaning techniques and supplies for all types of materials.

Understand what each housekeeping task will accomplish. What are you doing and why you are doing it? A neat and clean museum will be the result of housekeeping, but it is not the only goal. Think of museum housekeeping as preventive conservation. You and your staff are trying to prevent damage to museum objects before it occurs.

Museum housekeeping requires an objective approach. Before beginning your daily tasks, ask yourself, “Am I prolonging the life of the object?” You need to *think preservation*.

9. *How often should I clean?*

There is no typical time period for cleaning. You might only have to vacuum a secure storage area that you monitor for pests once a month, or twice a year. However, you may need to vacuum the floor once a day in a poorly sealed log cabin that gets many visitors. Unnecessary and frequent cleaning can damage objects and may lead to their consumptive use.

To decide on how often to clean, think critically. Take into account how dirt, pests and other contaminants get into a space. Think about how many people go through an area. Walk through and carefully look at the space to see where dirt collects and how quickly.

A park can decide if cleaning should be done during operating hours when the public can see you care for the collections, or at times when spaces are closed to the public. Explaining housekeeping tasks can be a part of your resource preservation message.

10. *How do I find out the correct techniques for cleaning objects?*

There are a variety of information sources available that give overviews of housekeeping and describe specific techniques and materials. You should obtain books and videos listed in the bibliography and keep them available as references.

Watch the following NPS sources for new information and techniques:

- NPS *Conserve O Gram (COG)* series
- cc:Mail NPS *Museum Management Newsletter*
- NPS *Museum Handbook*, Part I, Curatorial Care Appendices

11. *Where can I get training to learn more about housekeeping?*

There are a variety of places you can find more information about housekeeping.

- The NPS Curatorial Bulletin Board lists advertisements for courses that are taught at various institutions around the country.
- A variety of written references and videos are available. See the bibliography for specific references.
- Contact your Support Office curator for more information.

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## **B. The Museum Housekeeping Plan**

1. *What are the components of a Museum Housekeeping Plan?*

There are a variety of ways to format a MHP. The format described here is one example. For other examples contact your Support Office curator.

The Museum Housekeeping Plan illustrated here includes:

- Title Page
- Narrative Section
- Reference File Sheets
- Task Sheets
- Schedules

2. *How do I prepare the title page?*

The title page includes the:

- title
- full name of park
- review and approval signature lines

A table of contents is helpful for people using the plan. You may add additional sign-off lines and circulate the plan through each appropriate division. This practice documents in writing each division's commitment to implement its part of the plan. The superintendent provides final approval. Figure 13.2 illustrates the proper format for the Title Page.

3. *How do I write the narrative section?*

State the purpose of the Museum Housekeeping Plan. Sample language for this section follows. Append additional park-specific language as needed.

*Preventive conservation is the ongoing activity of non-invasive actions taken to prevent damage to and minimize deterioration of museum objects. Housekeeping, executed faithfully and with professional judgment, is a crucial component of preventive conservation. The park has developed this Museum Housekeeping Plan to ensure consistent, long-term care of its museum collections. The plan is the product of a cooperative effort between all involved divisions and has the support of the superintendent.*

The narrative outlines a cohesive program of care that the plan documents. You can include information on:

- the locations for museum housekeeping
- the tasks to be performed
- the appropriate techniques for accomplishing the tasks
- the frequency of each task
- the title and name of person(s) responsible for performing the tasks
- the appropriate supplies and equipment

4. *What are reference file sheets?*

Reference file sheets can help you collect all the information dispersed in a variety of documents on equipment and supplies and environmental concerns. Using the reference file sheets you collect all this information once, instead of having to find it repeatedly. Documents that contain

information collected in reference file sheets include the Collection Management Plan, (CMP), Collection Condition Survey (CCS), historic furnishings reports, equipment handbooks, and environmental monitoring records.

Complete reference file sheets for:

- environmental concerns
- equipment to monitor and control the environment
- supplies to monitor and control the environment

Reference file sheets provide data necessary to complete the task sheets.

5. *How do I complete the reference file sheet for environmental concerns?*

The reference file sheet for environmental concerns identifies ongoing issues for maintaining environmental standards, and lists tasks necessary to maintain or work toward those standards for each location containing museum objects.

See Figure 13.3 for a suggested format for the reference file sheet.

- Under "Location," enter the park acronym and common name of structure.
- Summarize for each space the existing environmental factors (temperature, relative humidity, light, pest infestation, and dust/pollution).
- List sources from which data were derived.
- List all tasks relevant to the preservation of the museum objects.

6. *How do I complete the reference file sheet for equipment or supplies used to monitor and control the environment?*

Prepare a reference file sheet for equipment and supplies used to monitor and control the environment. Describe the equipment, give model numbers, and location of manuals and supplies. Also list tasks necessary to maintain the equipment.

See Figure 13.4 for a suggested format for a reference file sheet for equipment and supplies used to monitor or control the environment.

- Under "Location," enter the park acronym and the common name of the structure/space.
- List type, size, quantity, and brand of portable equipment (such as vacuum cleaners, humidifiers, dehumidifiers, hygrothermographs, dataloggers).
- State the location of the equipment in the space. You may want to attach a floor plan of the space that indicates the location.
- State the location of operational and maintenance manuals, warranties and additional supplies.

- List all sources for the information on the reference file sheet.
- List all tasks relevant to maintaining the equipment or supply described. Include tasks such as changing vacuum filters and reconditioning silica gel.

Record the quantity of supplies used throughout the year. Keep extra vacuum cleaner bags and cleaning supplies in stock. Track and quantify the expenditure of supplies to ensure that you have sufficient quantities.

Mark or label supplies and equipment used for preventive conservation. Use them only for that purpose. Limiting use prevents the unintentional introduction of dirt and residues into spaces that house museum collections.

7. *What are housekeeping plan task sheets?*

Complete task sheets for all tasks listed on reference file sheets (see no. 4 above). When preparing the sheets, you need to involve discipline and job specialists, as appropriate, from all divisions. Working with other staff members to develop the tasks will identify all the aspects of care that must be addressed. A cooperative approach to preventive care will begin to develop when you work with all staff members involved in caring for collections.

Task sheets and schedules provide a mechanism for tracking the costs of preserving and protecting museum objects. Task sheets can also be used to support the need for additional staff or funding to carry out necessary housekeeping tasks. The task sheets:

- provide detailed procedures to be followed such as specialized handling techniques
- identify appropriate equipment and supplies for each task
- determine the frequency of performance, which must be critically evaluated each time the task is performed

The objectives of the task sheets and schedules are to ensure that no task is overlooked, and to avoid duplication of effort through:

- efficient dove-tailing of divisional responsibilities
- judicious use of limited resources

Review and revise the task sheets at least once a year and whenever other park planning or operational documents (such as the Emergency Operations Plan) are updated.

8. *How do I prepare a task sheet?*

See Figures 13.5-8 for samples of task sheets. You may use this suggested format or design your own reports. Adjust time and cost estimates based on staff experience.

*See Section E for a list of MH-I, Curatorial Care Appendices that provide guidance on preventive care and cleaning techniques for specific material and object types.*

For each task sheet:

- List the location.

Include the park acronym and common name of structure.

- Identify the task.

Option 1: For each task, object, or piece of equipment, use one task sheet. Vacuuming in a historic house could have one task sheet. If one table has an unstable veneer and requires special handling techniques, it should have its own task sheet. Include a task sheet to maintain the equipment. For example, mops and dust cloths must be washed, dried, and put away carefully.

Option 2: Use one task sheet for several identical objects. For example, all the upholstered furniture may be cared for using the same procedures and techniques.

- State how often a task should be performed (frequency). Be sure to include statements on how to evaluate whether the task needs to be performed. Your observations and experience will influence the frequency for each task. Each time the task is performed, it should be reevaluated. The frequency may also be affected by the interpretive goal of an exhibit or furnished historic structure.

- Describe procedures.

Describe how the task will be accomplished safely, appropriately, and effectively. **Consult conservators and discipline specialists and refer to professional publications to confirm that procedures are appropriate and current.**

- State cautions.

Identify any physical hazards associated with the task (such as heavy lifting). When chemicals (even detergents) are used for cleaning, attach a copy of the applicable Material Safety Data Sheet (MSDS) to the task sheet, or state where it may be obtained elsewhere in the park.

- Provide current staff assignment(s). List the name and title of the staff member currently responsible for completing the task.

- Identify skills and training needed.

Describe the skills or training required to perform the task. Staff should practice only those preventive conservation techniques and procedures for which they are trained. For example, only staff who have been trained by a conservator may undertake treatments such as removing or re-applying wax or lacquers. See Chapter 3 for a discussion of the roles of the curator and conservator.

The hands-on care of collections, including activities that occur near museum objects (such as vacuuming), requires special care and aptitude. If you are involved in such activities, you need to demonstrate sensitivity for the objects as well as the physical coordination needed to handle objects safely. Training and re-training are important elements in developing and improving these skills, and should be addressed in a separate task sheet.

- Identify supplies and equipment needed for each task.

Provide a common descriptive name that distinguishes between similar pieces of equipment (such as a double filter vacuum or wet-vac). List identification numbers if necessary. See *NPS Tools of the Trade* for information on obtaining museum supplies and equipment.

- State sources used to develop each task sheet. Include published works and personal communications.
- Provide information on who prepared tasks sheets and when.

9. *What is a housekeeping schedule?*

Museum housekeeping schedules are an important part of the plan. The schedules are guides that:

- remind you when to do tasks (Season and visitation variations may affect the frequency of tasks.)
- chart the progress and provide a means of tracking the status of the housekeeping program
- prevent tasks from being crowded out or forgotten

10. *How do I prepare a housekeeping schedule?*

Combine information on specific tasks and procedures (identified on task sheets) into a schedule for each responsible staff member.

- Allot each task adequate time at the proper intervals. (Refer to frequencies compiled in the task sheets.)
- Organize tasks on the schedule as follows:
  - daily
  - weekly
  - monthly
  - quarterly
  - semi-annually
  - cyclically (less or more often than annually)
  - as needed

- List all tasks concisely.
- Use a chart to format your schedule.
- File all completed charts for future reference.

Provide a space for initials or check-off and dates to document each time a task on the schedule is carried out. You may wish to add other useful information such as cost for the task and account numbers to be charged.

See Figures 13.9-12 for sample formats. You can use these formats as is, or adapt them to your particular park needs as you write your housekeeping plan.

11. *Will ANCS+ help me develop my Museum Housekeeping Plan?*

The task sheets and schedules described in this chapter can be generated using the Maintenance associated module and Maintenance supplemental record in ANCS+. You can find information on using the Maintenance associated module in Chapter 4 and the Maintenance supplemental record in Chapter 3 in the ANCS+ User Manual (1998).

## C. Selected Bibliography

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Appendix I: "Curatorial Care of Archeological Objects"

Appendix J: "Curatorial Care of Paper Objects"

Appendix K: "Curatorial Care of Textile Objects"

Appendix L: "Curatorial Care of Paintings"

Appendix M: "Curatorial Care of Cellulose Nitrate Negatives"

Appendix N: "Curatorial Care of Wooden Objects"

Appendix O: "Curatorial Care of Metal Objects"

Appendix P: "Curatorial Care of Ceramic, Glass, and Stone Objects"

Appendix R: "Curatorial Care of Photographic Collections" (1996)

Appendix S: "Curatorial Care of Objects Made from Leather and Skin Products" (1996)

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## D. List of Figures

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Figures 2-12 illustrate sample formats for writing your Museum Housekeeping Plan.

- 13.1 Curator and Other Park Staff Roles in Preserving Museum Collections
- 13.2 Sample MHP Title Page
- 13.3 Sample MHP Reference File Sheet: Environmental Concerns
- 13.4 Sample MHP Reference File Sheet: Equipment/Supplies Used to Control the Environment
- 13.5 Sample MHP Task Sheet: Dusting
- 13.6 Sample MHP Task Sheet: Pest Monitoring
- 13.7 Sample MHP Task Sheet: Review Housekeeping Plan
- 13.8 Sample MHP Task Sheet: Special Uses
- 13.9 Sample MHP Tracking Schedule: Daily
- 13.10. Sample MHP Tracking Schedule: Weekly
- 13.11 Sample MHP Tracking Schedule: Quarterly
- 13.12 Sample MHP 5-Day Schedule

You can use these Sample plans as is or adapt them when preparing your own Museum Housekeeping Plan. MHP Task Sheets, and MHP Daily, Weekly, and Quarterly Schedules can be produced using the Automated National Catalog System (ANCS+). Using ANCS+ to generate your plans will help you track maintenance treatments on individual objects.



**NATIONAL PARK SERVICE  
MHP REFERENCE FILE SHEET  
ENVIRONMENTAL CONCERNS**

**Location:** CHDO, Visitor Center, Exhibit Space

**Temperature:** Gradual fluctuations occur seasonally within a 5° - 10°C range (60°-70°F). Maintenance staff makes adjustments to climate control equipment only after consultation with curatorial staff.

**Relative Humidity:** Relative humidity is poorly controlled. Front entrance doors provide immediate access to the outdoors, allowing air and humidity to flood the exhibit area whenever visitors enter. Microclimates in exhibit cases must be maintained to compensate for unacceptable levels of RH. Construction of a separate entrance alcove is planned for FY1999 (refer to Resources Management Plan Project Statement #14 and Development/Study Package Proposal Form 10-238 #93-1).

**Light:** Applied light tint solar control film to exterior windows in June 1990. Filters remove 96% of UV, and 30-40% of visible light.

**Pest Infestations:** With the exception of an annual influx of yellow jackets, no insect infestations have been recorded to date. Park curatorial staff arranges for removal of these insects from collection areas.

**Dust/pollution:** Dust levels are relatively low because concrete sidewalks provide access to the structure. Interpreters bring walking tours from the historic trace road, which is dirt, into the Visitor Center through the side door and across a dust mat.

**Source:** Environmental monitoring records, curator's office, Cabinet 4, Drawer 3.  
CHDO IPM Plan, 1991, p. 44.

**Tasks:**

- Monitor temperature and relative humidity. Weekly.
- Monitor sticky traps for pests. Weekly.
- Monitor silica gel tiles in cases, and recondition regularly. Monthly.
- Monitor condition of objects, especially those located nearest the entrance. Weekly.
- Monitor progress of Development/Study Package Proposal (Form 10-238) #93-1. Quarterly.
- Monitor condition of UV filters and replace when needed. Quarterly.
- Inspect case seals. Annually.
- Inform interpretive staff of rationale and procedures for following established tour routes at seasonal and permanent staff training sessions. Annually in May.

**Prepared by:** Nathan Santiago

**Title:** Museum Curator

**Date:** June 17, 1992

**Figure 13.3. Sample MHP Reference File Sheet: Environmental Concerns**

*Information provided for specific tasks on these samples should not be regarded as standards.  
See Section A above for a discussion of the decision-making process that goes into developing these sheets.*

**NATIONAL PARK SERVICE  
MHP REFERENCE FILE SHEET  
EQUIPMENT/SUPPLIES USED TO CONTROL THE ENVIRONMENT**

**Location:** CHDO, Visitor Center, Storage Space

**Type of Equipment/Supplies:** HEPA vacuum

**Size:** Medium, 16" x 12" x 12"

**Quantity:** 1

**Brand:** Nilfisk GS80I

**Location in Space:** See attached floor plan.

**Location of Manuals:** Operational and repair manual is in Curator's Office, File Cabinet 1, Drawer 2, File "Equipment." Note: The curator's manual is the only copy on site.

**Location of Supplies:** Replacement bags and filters are in Storage Cabinet 4, Shelf B in the curatorial supplies storage area. Order one year's supply of bags (12) and one HEPA exhaust filter annually in January.

**Sources:** Nilfisk product information. Duplicates available from Nilfisk (610) 647-6420.

**Tasks:**

- Purchase replacement bags and filters. January.
- Change bags. Monthly, and more often if necessary.
- Change HEPA filter. January.

**Prepared by:** Betty Ann Kinitz

**Title:** Museum Tech

**Date:** April 1, 1988

**Figure 13.4. Sample MHP Reference File Sheet: Equipment/Supplies Used to Control the Environment**

*You may create a separate sheet for each piece of equipment or combine all equipment on one reference sheet if appropriate.*

**NATIONAL PARK SERVICE  
MHP TASK SHEET  
DUSTING**

**Location:** CHDO, LCS#101, Room 101, Wall Cabinet (Chris Doe Homeplace, Front Parlor)

**Task:** Clean wall cabinet, dust objects in cabinet

**Frequency:** Monthly. Before dusting, carefully inspect objects and cupboard to decide if cleaning is necessary.

**Procedure:**

- Prepare space on table to receive objects.
- Remove objects from cupboard.
- Check pest trap on lower shelf. Replace with new trap.
- Dust wooden cupboard with soft dust cloth. Give special attention to molding, using a soft artist's brush to dust. Dust ceramics and glass with brush.
- Replace items using sketch from HFR (attached).
- Incorporate pest trap findings into IPM records. (Forward to Curator.)
- Wash dust clothes and brushes in non-ionic soap at first sign of darkening.

**Cautions:**

- Lid on stein is not attached; handle top and base separately.**
- Use surgical gloves when handling china.

**Currently Assigned to:** Adam Karlson, Museum Technician

**Special Skills/Training:** Watch curatorial handling video.

**Supplies/Equipment:**

- Soft artist's brush
- Soft dust cloth
- Pest trap
- Surgical gloves

**Sources:**

- Chris Doe House, Historic Furnishings Report, Harpers Ferry Center, 1997.
- Museum Handbook, Part I, Appendix P, "Curatorial Care of Ceramic, Glass, and Stone Objects"

**Prepared by:** Nathan Santiago

**Title:** Museum Curator

**Date:** July 16, 1992

**Figure 13.5. Sample MHP Task Sheet: Dusting**

*You can prepare one sheet for all dusting tasks or divide them as needed for your park. The Maintenance associated module in ANCS+ can help you generate these task sheets.*

**NATIONAL PARK SERVICE  
MHP TASK SHEET  
PEST MONITORING**

**Location:** CHDO, Visitor Center, Exhibit Space

**Task:** Monitor for pests

**Frequency:** Weekly

**Procedure:**

- Prepare new pest traps; write the location and number on each trap. Where necessary for clarity, draw a rough sketch of the room or wall.
- Collect traps from previous week. Place carefully inside plastic bags and seal.
- Put new traps into position.
- In work area (outside of storage room), count numbers of each specimen type and record data on data sheets or enter into database.
- If action thresholds have been exceeded, take appropriate action. Report action to PCM Coordinator and park IPM Coordinator (Marc Johnson, Resources Management Specialist). Action thresholds listed in CHDO IPM Plan.
- Incorporate new specimens into the IPM reference collection.
- Initial and date schedule.

**Cautions:**

- Mouse traps were placed in the southwest corner of the Visitor Center on May 31. If a mouse has been caught, discard trap and mouse, and replace trap, notify IPM Coordinator.

**Currently Assigned to:** Dr. Joachim Kapp, Volunteer

**Special Skills/Training:**  Identify insects and rodents.

**Supplies/Equipment:**

- Pest traps
- Microscope
- Record sheets and/or database access

**Sources:** CHDO IPM Plan

**Prepared by:** Marc Johnson  
**Title:** Resources Management Specialist  
**Date:** June 3, 1991

**Figure 13.6. Sample MHP Task Sheet: Pest Monitoring**  
*The Maintenance associated module in ANCS+ can help you generate these task sheets.*

**NATIONAL PARK SERVICE  
MHP TASK SHEET  
REVIEW HOUSEKEEPING PLAN**

**Location:** FOLA, Officer's Quarter #14

**Task:** Review Housekeeping Plan

**Frequency:** Annually (January)

- Procedure:**
- Assess currency of plan. If changes, based on observation and experience with plan, are needed to improve implementation, circulate the revised plan to appropriate reviewers on-site.
  - If necessary, revise to keep plan current with changes in technology and procedure. Make copies for formal review. Reviewers may include: Curator, Park Architect, Building and Utilities Foreman, Conservator, Volunteers involved in implementing the plan, Support Office Curator, Interpretive Staff.
  - Distribute plan for review. Allow a minimum of six weeks for review.
  - Incorporate comments as appropriate into plan.
  - Route for formal signature.
  - Distribute copies of revised plan.
  - Initial and date schedule.

**Cautions:**  A memo reminding staff of impending review is recommended as a courtesy to staff.

**Currently Assigned to:** Team: Lenore O'Doul, IPM Coordinator and Nathan Santiago, Museum Curator

**Special Skills/Training:**  Familiarity with museum objects and the structure and their respective requirements.

**Supplies/Equipment:**  None

**Sources:** Housekeeping Plan for Officer's Quarters #14

**Prepared by:** Nathan Santiago

**Title:** Museum Curator

**Date:** October 19, 1992

**Figure 13.7. Sample MHP Task Sheet: Review Housekeeping Plan**  
*The Maintenance associated module in ANCS+ can help you generate these task sheets.*

**NATIONAL PARK SERVICE  
MHP TASK SHEET  
SPECIAL USES**

**Location:** CHDO, LCS #101, Chris Doe Homeplace

**Task:** Plan evening tours of Homeplace, CHDO Birthday Weekend

**Frequency:** Annually in September-October

**Procedure:**

- Review interpretive plans. **Consumptive use of original furnishings as part of the tours is specifically prohibited (e.g., sitting on chairs or using tables as writing surfaces).** If reproductions are substituted, schedule staff and time to move furnishings and to restore rooms to their normal arrangement. No less than one month before event.
- Review security plan for event with Law Enforcement and Interpretive staff supervisors. Give special attention to opening and closing procedures. Two weeks before event.
- Consult Interpretive Supervisor. Schedule an adequate number of staff/VIPs to protect objects. No less than two people per floor. Curator and Museum Technician to be stationed at Homeplace during the event. Two pay periods before event.
- Review security plan with staff and volunteers assigned to homeplace tours no more than one week before event.
- Install VARDA motion detection units in each room. See attached sheet for locating units out of visitors' sight.
- Ensure special event supplies and equipment are in homeplace and operational.
- Clean-up.
- Conduct visual inventory each evening after tours.
- Implement weekly housekeeping procedures each day of event, as needed.

**Cautions:**

- Attendance at tours has averaged 1500 visitors per night.
- Use of lighted candles inside the building is specifically prohibited.**

**Currently Assigned to:** Lenore O'Doul, IPM Coordinator

**Special Skills/Training:**

- Familiarity with security plan.
- Training in park radio procedures.
- Training in crowd control/observation in special events.

**Supplies/Equipment:**

- 3 Flashlights, extra batteries.
- Park radio.
- 8 VARDA units.

**Sources:** Chris Doe NP Interpretive Prospectus, (revision in progress).

**Prepared by:** Nathan Santiago

**Title:** Museum Curator

**Date:** June 12, 1987

**Figure 13.8. Sample MHP Task Sheet: Special Uses**  
*The Maintenance associated module in ANCS+ can help you generate these task sheets.*



**CHRIS DOE HOMEPLACE**  
Year Quarter

**1997 1ST**  
Staff Name

**NATHAN SANTIAGO** Location

| Weekly                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|--------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|
| Change hygrothermograph charts | ✓ | ✓ |   |   |   |   |   |   |   |    |    |    |    |
| Check pest traps               | ✓ | ✓ |   |   |   |   |   |   |   |    |    |    |    |
| Dust objects in historic rooms | ✓ | ✓ |   |   |   |   |   |   |   |    |    |    |    |
| Buff waxed floors              | ✓ | ✓ |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |
|                                |   |   |   |   |   |   |   |   |   |    |    |    |    |

Comments:

**Figure 13.10. Sample MHP Tracking Schedule: Weekly**  
*The Maintenance associated module in ANCS+ can help you generate schedules.*

| Quarterly                      | 1997                 |          |          |          | 1998     |          |          |                      | 1999     |          |          |                      |
|--------------------------------|----------------------|----------|----------|----------|----------|----------|----------|----------------------|----------|----------|----------|----------------------|
|                                | 1 <sup>st</sup> Qtr. | 2nd Qtr. | 3rd Qtr. | 4th Qtr. | 1st Qtr. | 2nd Qtr. | 3rd Qtr. | 4 <sup>th</sup> Qtr. | 1st Qtr. | 2nd Qtr. | 3rd Qtr. | 4 <sup>th</sup> Qtr. |
| Vacuum silk sofa               | ✓                    |          |          |          |          |          |          |                      |          |          |          |                      |
| Dust lamp shades               | ✓                    |          |          |          |          |          |          |                      |          |          |          |                      |
| Measure visible light readings | ✓                    |          |          |          |          |          |          |                      |          |          |          |                      |
| Measure UV light readings      | ✓                    |          |          |          |          |          |          |                      |          |          |          |                      |
| Vacuum beneath beds            | ✓                    |          |          |          |          |          |          |                      |          |          |          |                      |
| Turn open book pages           | ✓                    |          |          |          |          |          |          |                      |          |          |          |                      |
| Dust lighting fixtures         | ✓                    |          |          |          |          |          |          |                      |          |          |          |                      |
|                                |                      |          |          |          |          |          |          |                      |          |          |          |                      |
|                                |                      |          |          |          |          |          |          |                      |          |          |          |                      |
|                                |                      |          |          |          |          |          |          |                      |          |          |          |                      |
|                                |                      |          |          |          |          |          |          |                      |          |          |          |                      |
|                                |                      |          |          |          |          |          |          |                      |          |          |          |                      |
|                                |                      |          |          |          |          |          |          |                      |          |          |          |                      |
|                                |                      |          |          |          |          |          |          |                      |          |          |          |                      |

Comments:

**Figure 13.11. Sample MHP Tracking Schedule: Quarterly**  
*The Maintenance associated module in ANCS+ can help you generate schedules.*

# SUMMER

## 5-DAY SCHEDULE

| MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY   |
|--|---|---|---|--|
| <b>V.C. EXHIBIT</b><br>Clean floor<br><br>Damp wipe door knobs<br><br>Dust<br><br>Pest check<br><br>Clean glass on cases                         | Clean floor<br><br>Vacuum all floors & baseboards<br><br>Clean glass on cases<br><br>Change hygrothermograph chart  | Clean floor<br><br>Damp wipe door knobs<br><br>Clean glass on cases<br><br>Clean window sills, ledges, tops of door                         | Clean floor<br><br>Clean text & graphics<br><br>Clean doormats<br><br>Dust<br><br>Clean glass on cases  | Clean floor<br><br>Vacuum flies<br><br>Vacuum all floors & baseboards<br><br>Damp wipe door knobs<br><br>Clean glass                         |
| <b>WORKSHOP</b><br>Clean floor<br><br>Damp wipe door knobs<br><br>Clean glass on cases<br><br>Record thermo-hygrometer                           | Clean floor<br><br>Dust<br><br>Pest check<br><br>Clean glass on cases<br><br>Record thermo-hygrometer   | Clean floor<br><br>Clean window sills, ledges, tops of door<br><br>Damp wipe door knobs<br><br>Clean glass<br><br>Record thermo-hygrometer  | Clean floor<br><br>Clean text, graphics & railings<br><br>Clean glass<br><br>Record thermo-hygrometer   | Clean floor<br><br>Dust exhibit cases & furniture<br><br>Clean glass<br><br>Damp wipe door knobs<br><br>Record thermo-hygrometer             |
| <b>STORAGE</b><br>Inspection<br><br>Pest Check   | Change hygrothermograph charts  |   |   | Sweep floors<br><br>Straighten   |
| <b>HOMEPLACE</b><br>Dust mop entrance<br><br>Clean exterior exhibit cases<br><br>Vacuum doormats<br><br>Clean restrooms<br><br>Remove trash/food | Change hygrothermograph charts<br><br>Dust mop entrance<br><br>Clean exhibit cases<br><br>Vacuum doormats<br><br>Clean restrooms<br><br>Remove trash/food | Check pest traps<br><br>Dust mop entrance<br><br>Clean exhibit cases<br><br>Vacuum doormats<br><br>Clean restrooms<br><br>Remove trash/food | Dust objects in historic rooms<br><br>Dust mop entrance<br><br>Clean exhibit cases<br><br>Vacuum doormats<br><br>Clean restrooms<br><br>Remove trash/food | Buff waxed floors<br><br>Dust mop entrance<br><br>Clean exhibit cases<br><br>Vacuum doormats<br><br>Clean restrooms<br><br>Remove trash/food |

Figure 13.12. Sample MHP 5-Day Schedule