



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

THANKS FOR JOINING US! TODAY'S PRESENTATION WILL BEGIN SHORTLY.

PLEASE CHECK YOUR AUDIO AND VIDEO SETTINGS.
YOU SHOULD CURRENTLY HEAR MUSIC IN THE BACKGROUND.

IF YOU HAVE QUESTIONS OR WANT TO REPORT ANY TECHNICAL ISSUES,
CONTACT US AT [INFO@DHPSNY.ORG](mailto:info@dhpsny.org) OR (215) 545-0613.



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

GOOD HOUSEKEEPING

Amelia Parks, DHPSNY
Archives Specialist
2018



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DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

Documentary Heritage and Preservation Services for New York is a five year initiative to deliver collections-related training, preservation surveys, archival assessments, and other services to the historical records community in New York.



Website: dhpsny.org



GOOD HOUSEKEEPING



GOOD HOUSEKEEPING

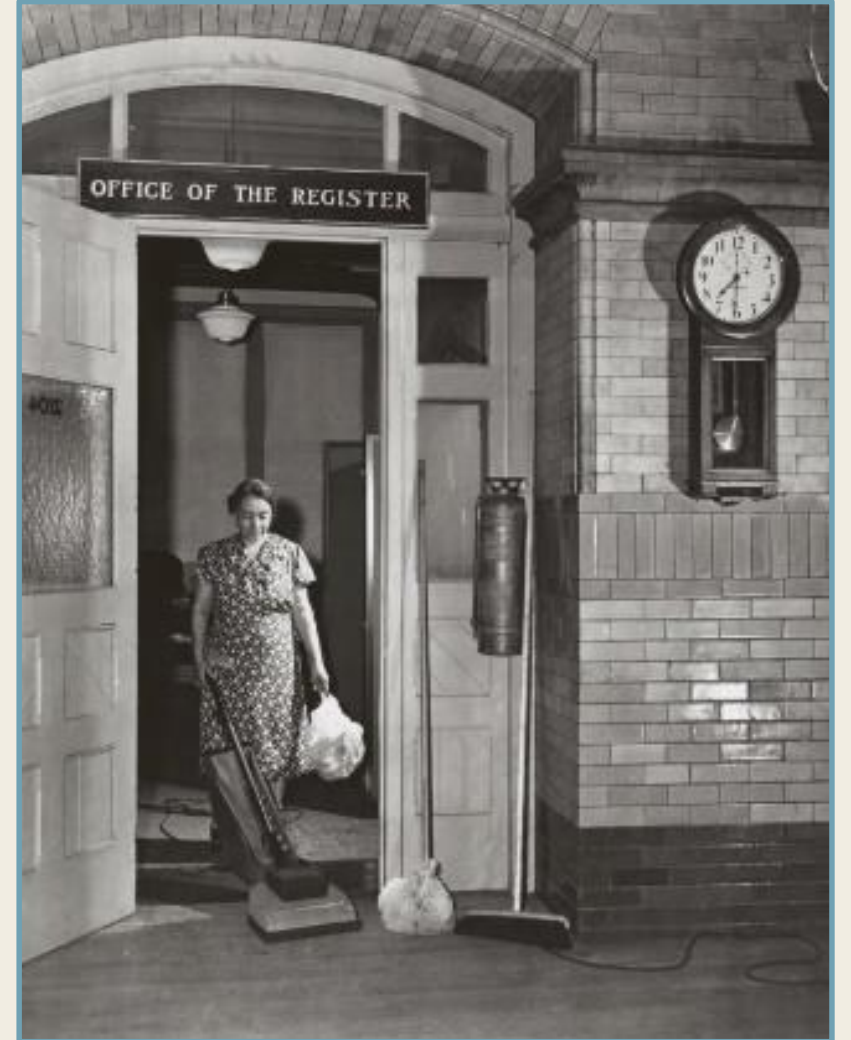
By Amelia Parks

GOALS

Understand the benchmarks for housekeeping best practices

Establish benchmarks for collections care in cultural institutions

Have the tools to create and implement a Housekeeping Policy for your institution



PROFESSIONAL MANDATE

American Library Association (ALA)

The Association's policy on preservation is based on its goal of ensuring that every person has access to information at the time needed and in a usable format

American Association of Museums (AAM)

Museums make their unique contribution to the public by collecting, preserving, and interpreting the things of this world

Society of American Archivists (SAA)

Archivists select, preserve, and make available documentary materials of long-term value that have lasting value to the organization or public that the archivist serves

American Association for State and Local History (AASLH)

Members shall give priority to the care and management of the collections within their care and always shall act to preserve their physical and intellectual integrity

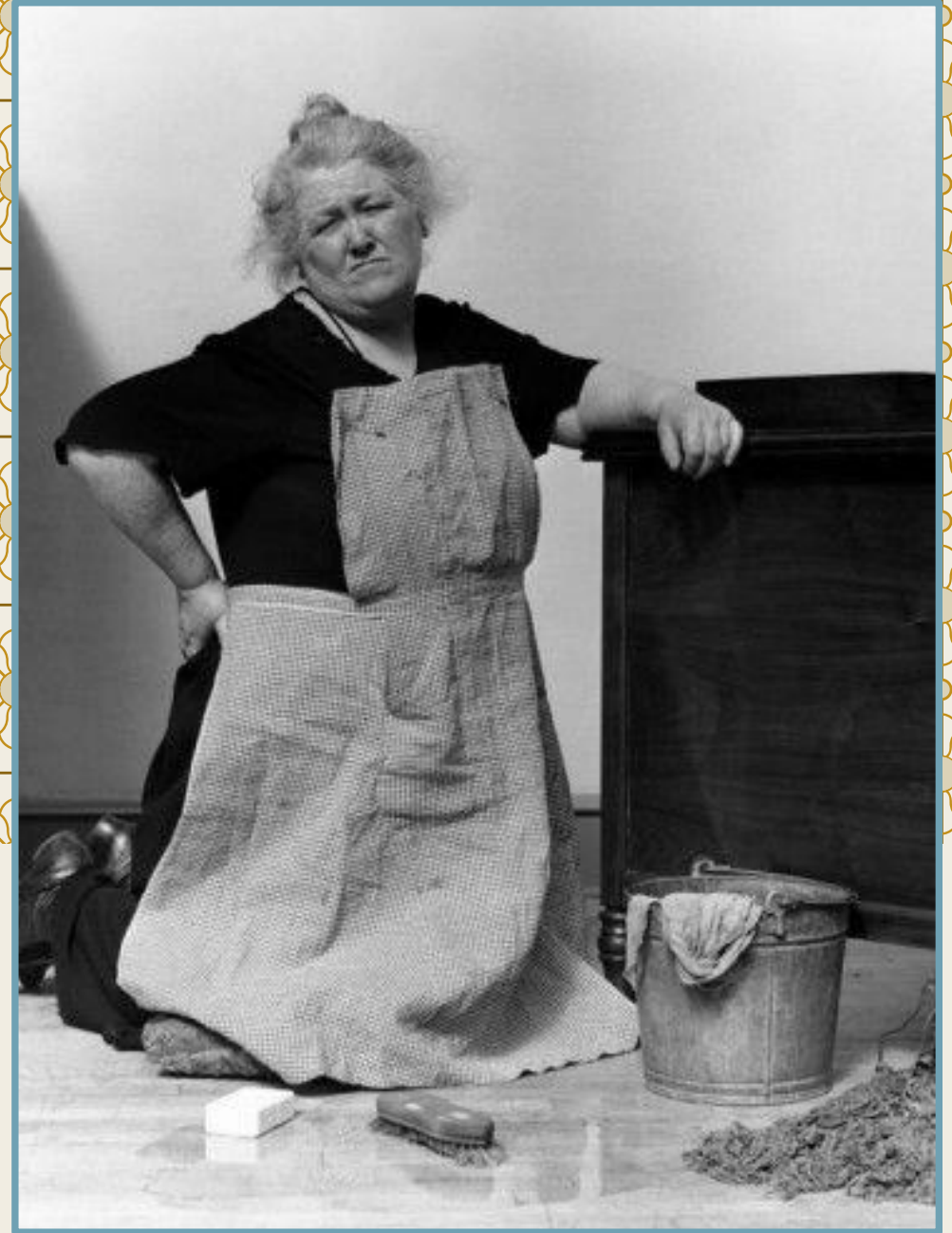
RESPONSIBILITY FOR COLLECTIONS CARE

- Director
- Board
- Staff
 - * Librarians
 - * Curators
 - * Shelves
 - * Exhibit Preparators
- Patrons/Visitors
- Facility Staff
- Janitorial Staff
- Security Staff

Everyone!

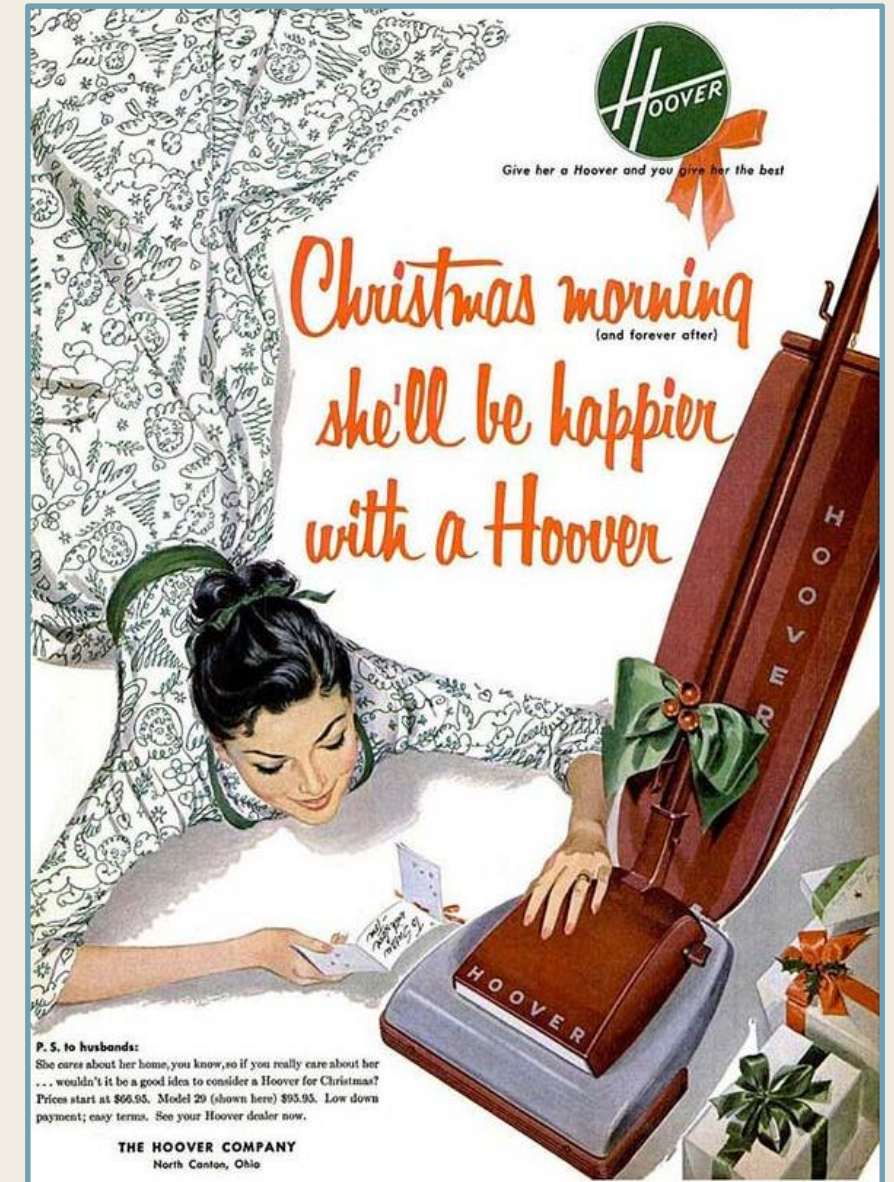


WHY IS HOUSEKEEPING IMPORTANT?



HOUSEKEEPING PURPOSE

- ❖ Housekeeping fulfills part of the legal and ethical obligation to care for the collection
- ❖ Housekeeping = cleaning
- ❖ Housekeeping = preventive conservation and preservation



10 AGENTS OF DETERIORATION

1. Physical Force
2. Vandals & Thieves
3. Fire
4. Water
5. Pests & Mold
6. Pollutants
7. Light & Ultraviolet & Infrared Radiation
8. Incorrect Temperature
9. Incorrect Relative Humidity
10. Custodial Neglect & Disassociation

10 AGENTS OF DETERIORATION

Physical Force

Physical force may be delivered in the form of impact, shock, vibration, pressure, and abrasion.

Immediate damage through direct physical force

- Handling and transportation of collection objects
- Emergency situations

Accumulative damage from a continuous force over a period of time

- Vibrations from surroundings, causing movement or fatigue
- Stress of over-packing or overloading objects in storage



10 AGENTS OF DETERIORATION

Pests & Mold

Pests are living organism that cause harm to collections and buildings because they serve as food sources or housing materials for pests.

Pest categories include:

- Microorganisms—mold, bacteria
- Insects
- Rodents
- Birds and Bats



10 AGENTS OF DETERIORATION

Pollutants

- Pollutants are chemicals that cause chemical damage when they come into contact with cultural heritage.
- Airborne (often associated with urban areas)
- Transferred through points of contact
- Sources of pollution:
 - combustion byproducts, cleaning products, paint, films, and sealers, and electronics like air conditioning units and some copying machines.



10 AGENTS OF DETERIORATION

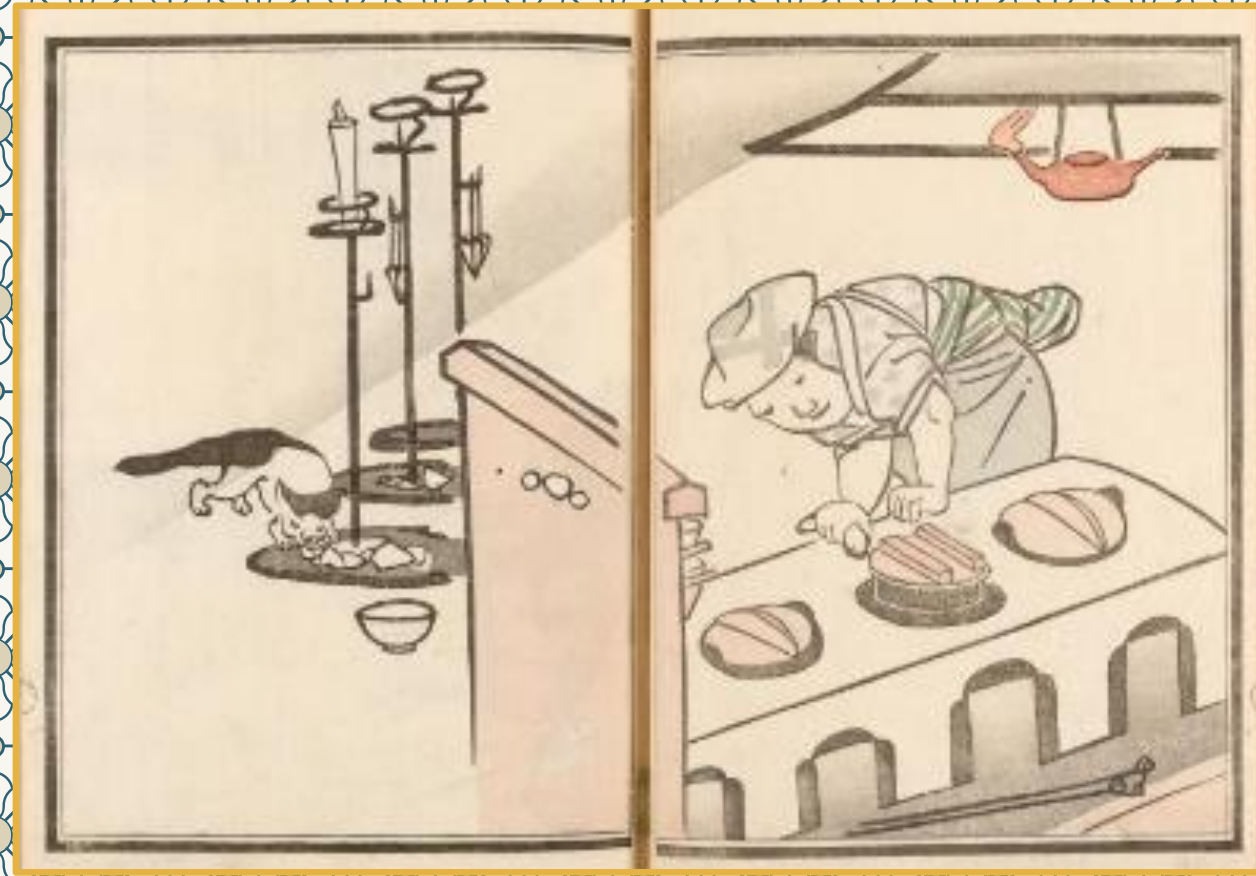
Custodial Neglect & Dissociation

Dissociation may result in loss of objects, loss of data or information related to objects, or the ability to retrieve or associate information to objects.

It is caused when ordered systems fall apart and may be a result of:

- Rare and catastrophic events
- Misplacing objects
- Removing objects from a collection or identifying labels/ tags
- Removing objects and documentation in an illegible or ambiguous manner.
- Making errors in transcription.





HOUSEKEEPING POLICY

BENEFITS OF A POLICY

- Continues and fulfills mission
- Saves collections
- Good use of resources
- Systematic approach
- Ensures continuity of best practice



FAIRFAX COUNTY PARK AUTHORITY

<https://www.fairfaxcounty.gov/parks/sites/parks/files/assets/documents/naturalcultural/housekeepingmanual.pdf>

- Purpose
- Basic Procedure
- General Considerations
- Handling and Moving Historic Objects
- Care of Housekeeping Equipment
- Historic Interiors and Collections Storage Areas:
 - Room Inspection Ceilings Reproduction Light Fixtures Walls Vent Grilles Window Blinds and Shades Window Panes Reproduction Window Coverings and Bed Hangings, Woodwork Hardware Fireplaces Floors Reproduction Floor Coverings Visitor and Door Mats Historic Objects
- Historic Objects:
 - All Historic Objects Books Textiles and Reproduction Upholstery Wood Furniture and Objects Metals: Silver, Pewter, Copper, Brass, Iron, Steel and Tin Glass and Ceramics Agricultural Implements Framed Objects and Looking Glasses
- Objects Being Removed from Exhibit:
 - Exhibit Furniture Panels Platforms Cases
- Staff Office and Kitchen Areas
- Housekeeping Supplies
- Basic Housekeeping
- Housekeeping Schedule (Master Form)

MINNESOTA HISTORICAL SOCIETY

<http://www.mnhs.org/preserve/conservation/reports/manual-0102.pdf>

- Introduction
- Handling Collections
- Housekeeping
 - Scheduling, Books, Carpet, Ceramics, Wood, Glass, Marble, Metal, Paintings and Framed Works of Art, Textiles, Historic
- Interpretive Center Exhibits Cleaning Guide
- Storage Guidelines
- Display Guidelines
- Resources
 - MHS Staff Resources, Supplies – Product List, Suppliers of Conservation Related Products, Published and Online
- Appendices

HANDLING COLLECTIONS

Minnesota Historical Society

“Most damage to historic collections, with the exception of disasters, occurs in improper handling. The Society’s Conservation Department offers quarterly training sessions in artifact handling to all MHS staff. Make sure that all staff working with cleaning of historic areas or collections are to have training in object handling either by identified site staff who have been trained or by the MHS Conservation Department”

Fairfax County Park Authority

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

CLEANING BY MATERIAL TYPE

Minnesota Historical Society

Textiles, Historic

- Historic non-washables may be vacuumed through a screen. Upholstery should be vacuumed every three months, using nozzle and screen. Place the head of the vacuum on the screened surface of upholstery in a step-by-step row-by-row manner. Never drag the head of the vacuum across the surface. Upholstery is often extremely fragile due to wear and light degradation.
- Historic non-washables, such as heavy drapery, often collect thick layers of dust. This is especially prevalent along window valances, and bed curtains. For this level of build up it would not be uncommon for a conservator to vacuum these without a screen. The head of the vacuum would be placed in the same careful way as described before...

Fairfax County Park Authority

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.

CLEANING BY SPACE OR ZONE

Minnesota Historical Society

Storage Guidelines

- Artifacts not on display at an historic site should be stored apart from non-collection items. Non-collection items are things such as cleaning supplies, props, paint, tools or office equipment and supplies. A specific area for storage of non-displayed permanent collections should be identified and used *solely for that purpose*. Do not use the basement or attic for storage of permanent collections. These are inappropriate because of their temperature and humidity extremes and susceptibility to pest infestation. If there are no options other than basement or attic storage, increase the regular inspection and monitor both temperature and humidity.
- Identify items that are not covered or boxed. These will need to be cleaned regularly on the site-cleaning schedule.
- Inspect all stored objects regularly; at least every three months. Inspect hanging, rolled or boxed artifacts at least biennially (schedule a rotation for inspection that will accommodate all artifacts within a two year period)

Fairfax County Park Authority

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

SCHEDULES

Minnesota Historical Society

Monthly

- Clean mirrors, glass panels in furniture and picture glass.
- Vacuum or dust walls.
- Blow dust from carved or molded picture frames.
- Vacuum historic carpets with screen on rotating basis so that all historic carpet is cleaned on a six-month basis.
- Dust ceramics, glassware and light fixtures.
- Clean all windowsills and frames in non-historic areas.
- Enter work in housekeeping log. Note accumulation of insects in IPM log.

Fairfax County Park Authority

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

SCHEDULES

Minnesota Historical Society

HISTORIC SITES- EXHIBITS GALLERY- CLEANING NEEDS

SITE NAME: _____

Date filled out: _____

Determine the cleaning needs of the gallery, exhibits sections and individual objects with the assistance of the Museum Collections Sites Liaison and Objects Conservator.

Key: Cleaner: Exh.= Exhibits fabricator staff ; Cons.= Conservation staff; CS= Contract staff; SS=site staff

Freq.: minimum frequency of cleaning in years, e.g. .5= twice yearly

Gallery	Object/Section	Cleaner	Freq.	Problem	Cleaning
Method					

Fairfax County Park Authority

Monthly Housekeeping Log

Room/Exhibit Space: _____

Month/Year: _____

Object	Week 1	Week 2	Week 3	Week 4	Week 5
Room Inspection					
Ceiling					
Light Fixtures					
Walls					
Vent Grilles					
Window Blinds					
Window Panes					
Window Coverings					
Bed Hangings					

CREATING YOUR OWN POLICY

GOOD · CHEER · NUMBER

GOOD HOUSEKEEPING

\$1.00 A YEAR



AUGUST '08

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New York THE PHELPS PUBLISHING CO. Springfield, Mass. Chicago

ESTABLISHING THE BENCHMARKS

Basic

- The minimum level of care necessary for responsible stewardship

Good

- Taking actions that are above the basic, but there is still room for improvement

Best

- Optimal stewardship of cultural collections based on current research and methods



HOUSEKEEPING BEST PRACTICE



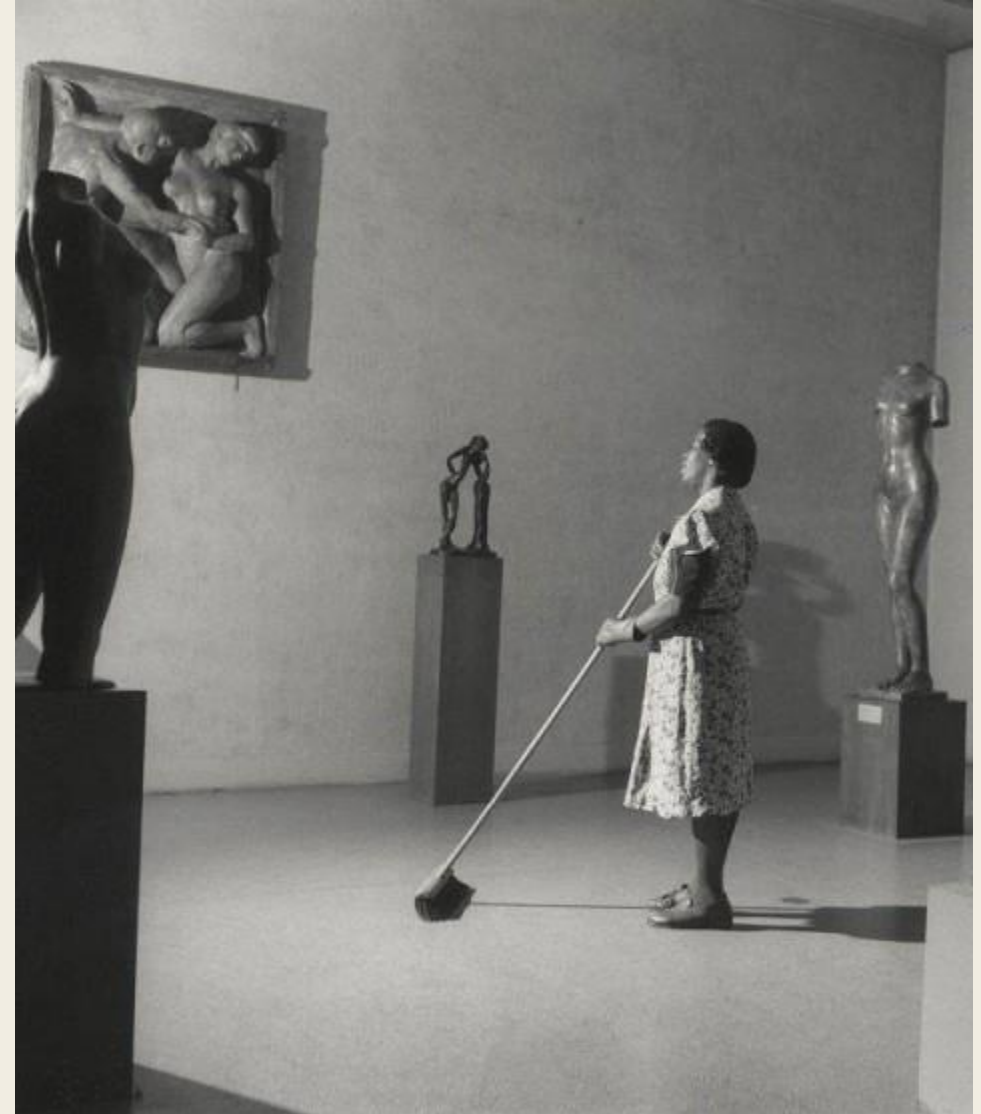
BASIC

- **Collection Management Policy** – a general statement
- Storage and exhibition areas are cleaned on a regular schedule
- All garbage containing food is removed from the facility on a daily basis
- Cleaning supplies and tools are kept in stock
- Staff are trained in what techniques are appropriate when cleaning around collections
- Evidence of theft, collection damage, or pests is reported.

HOUSEKEEPING BEST PRACTICE

GOOD

- A conservator has been consulted about what cleaning products are appropriate for use around collections materials
- A formalized housekeeping policy and manual are established
- Staff are trained to notice and report changes in the collection that are observed during cleaning (pests, missing pieces, damage, etc.)




Connecting to Collections

<https://community.conservation-us.org/communities/community-home/digestviewer?communitykey=efc8a209-1e74-4c1b-80d7-cb26db836184&tab=digestviewer>

1. Furniture Care

0Like



[Kristine Madras](#)

Actions

Posted 26 days ago

Good Morning!

We have a wooden china hutch that has some residue from a apple on it. I am looking for advice on what to use to remove the residue. I know regular polishes are typically frowned upon when cleaning historic furniture.

Thank you!

Kristine Madras
Program Coordinator & Collections Manager
The Historic Daniel Boone Home
Defiance MO
(636) 798-2005

Reply Inline

Thread Subject
Library and Archives Canada newsletter: Governance and Recordkeeping Around the World
Ohio Repositories: Grant Opportunity
SAA Preservation Publication Award: Call for Nominations!
Disaster Planning and Response Curriculum Now Available
help quantifying loss when reducing a photo negative?
Best practices for nitrate photographic negative storage
materials stored in asbestos-lined cabinets
Conservator position: Michigan State
Seeking nominations for the 2019 J. Franklin Jameson Archival Advocacy Award
Hepa Vacuum

SAA Preservation Group

<https://connect.archivists.org/communities/community-home/digestviewer?CommunityKey=2b4758d1-8eab-4ae8-b9ea-2ad8c3fa6674>

HOUSEKEEPING BEST PRACTICE



BEST

- A system is in place for basic cleaning of stacks/boxes/artifacts
- An annual training session is held for those staff members involved in housekeeping for collections areas
- An Integrated Pest Management program is in place.

TIPS AND TECHNIQUES



HOUSEKEEPING POLICY

Historic Objects:

- All Historic Objects
- Books
- Textiles and Upholstery – original or reproduction
- Wood Furniture and Objects
- Metals: Silver, Pewter, Copper, Brass, Iron, Steel and Tin
- Glass and Ceramics
- Agricultural Implements
- Framed Objects and Looking Glasses
- Natural History Specimens

Historic Interiors and Collections Storage Areas:

- Room Inspection
- Ceilings
- Reproduction Light Fixtures
- Walls
- Vent Grilles
- Window Blinds and Shades
- Window Panes
- Woodwork
- Hardware
- Fireplaces
- Floors
- Reproduction Floor Coverings
- Visitor and Door Mats

BASIC TIPS

- Keep spaces clean and tidy
- Treat each object as irreplaceable
- Looking as much as doing
- Do not over-clean
- Reversible and non-invasive
- Do not rush
- Don't eat or drink (coffee!) while cleaning



ACTIVE OBSERVATION

Look for:

- Things that move that shouldn't
- Cracks
- Leaks
- Pests
- Efflorescence
- Changes in appearance



Efflorescence on a plaster wall

GLOVES OR NO GLOVES?

Gloves (Nitrile gloves)

Photographs

Gilded Frames

Textiles (can be cotton gloves)

Excessively dirty objects

When mold and pests are present

No Gloves (Clean Hands)

Paper

Books

General Cleaning



Nitrile gloves are preferable to cotton gloves. Cotton gloves absorb oils from hands, decrease dexterity and can snag or tear paper and other rough surfaces

REMOVE ACCESSORIES

- Belts
- Neckties
- Buttons
- Rings
- Bracelets
- Necklaces
- Wear smock or apron



MOVING OBJECTS

- Check route
- Prepare a space
- Two people
- Proper support
- Both hands
- Never more than necessary
- One object at time

Preservation in Exhibits -
<https://dhpsny.org/webinars>



TIPS

- Divide into zones
- Use appropriate tools
- Replace tools when dirty
- Never use pens/markers around objects



BRILLO cleans it better
and oh how economically!

BRILLO CLEANS Aluminum pots pans sinks stoves
everything in the kitchen and bathroom!

The BRILLO is the guaranteed cleanser and more since America's oldest kitchen... BRILLO cleans easily! Just pour it over a soiled surface and the dirt is gone! It works like new!

Women have known for years that BRILLO is the only safe, sure, sand-pole and pans, disinfecting soap cleans all kitchen utensils in an easy, unique manner that can not be duplicated by any other cleanser! And BRILLO is the only glassware, windows, mirrors, tile, even the bathtub.

BRILLO is sold in Washington, New York, Chicago, and other cities and is found in all of our stores, food stores and department stores.

Guarantee: A new steel free for any BRILLO fails to clean.

4 Pails and Tubs Filled in this Box 10¢ Package

We make with BRILLO the Pails can be used, and used again and again!

BRILLO
THE GUARANTEED CLEANSER

NO RAGS! NO POWDERS! QUICKER! CHEAPER!

Product of the Good Housekeeping

HOUSEKEEPING SUPPLIES

HOUSEKEEPING SUPPLIES

General Supplies:

- ☐ Vacuum
- ☐ Dust cloths
- ☐ Muslin, polyester, acrylic fabric
- ☐ Orvus
- ☐ Brushes
- ☐ Gloves
- ☐ Murphy's Oil Soap
- ☐ Fiberglass window screening

Do Not Use:

- ☐ Lemon Oil
- ☐ Turpentine
- ☐ Beeswax
- ☐ Endust or other dusting products
- ☐ Any aerosol products
- ☐ Saddle soap
- ☐ Cleansers
- ☐ Plexiglas cleaner on other surfaces.
- ☐ Glass cleaner on Plexiglas
- ☐ Bleach
- ☐ Abrasive cleaners
- ☐ Feather dusters
- ☐ Acid-based cleaners

CHOOSING A VACUUM



- HEPA (High Efficiency Particulate Air) filter
- Rheostat attachment to adjust the vacuum pressure

ADDITIONAL SUPPLIES

- Carts
- Trays
- Tables flat surfaces
- Ethafoam or polyester padding



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Apron**
- Long pants and long sleeves
- **Gloves**
- Particulate mask





RESOURCES

VENDORS

University Products

www.universityproducts.com

Nielsen & Bainbridge

www.nielsen-bainbridge.com

Benchmark

www.benchmarkcatalog.com

Gaylord

www.gaylord.com

Tap Plastics

www.tapplastics.com

Talas

www.talasonline.com

Fine Art Service, LLC

www.fineartservice.net

Test Fabrics

www.testfabrics.com

SmallCorp

www.smallcorp.com

BookMakers

www.bookmakerscatalog.com

American Institute for Conservation of Historic and Artistic Works

<http://www.conservation-us.org/about-conservation/caring-for-your-treasures#.VOdlvC52Dh4>

National Park Service Conserve O Gram Series

http://www.nps.gov/museum/publications/conserveogram/cons_toc.html

National Park Service *Museum Handbook*

<http://www.nps.gov/museum/publications/handbook.html>

Canadian Conservation Institute *CCI Notes* series

<http://www.cci-icc.gc.ca/resources-ressources/ccinotesicc/index-eng.aspx>

National Trust for Historic Preservation. *Housekeeping for Historic Homes and House Museums*. 2000.

<https://forum.savingplaces.org/viewdocument/housekeeping-for-historic-homes-and>

How to Brush-Vacuum an Object

<http://www.powerhousemuseum.com/pdf/preservation/brush-vaccum.pdf>





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QUESTIONS?

Thank you!