

Collection Items Cleaning Checklist

(Specify which area/s the checklist applies to)

Monthly tasks

Task	When	Who	How

Regular vacuuming of floors can make a big difference to the amount of dust affecting your collection.

Collection items on open display will need cleaning more often than those in display cases.

There may be changes that can be made to the way collections are displayed or stored that would reduce cleaning frequency.

Quarterly tasks

Task	When	Who	How

Identify the types of items that are most sensitive to dust and/or that are located in display areas most prone to dust access. These items are likely to require more frequent cleaning.

Good collection cleaning requires particular skills and a lot of care. Find the right people for the job.

Identify the most appropriate, least time consuming, least risky and most effective method to get the task done.

Annual tasks

Task	When	Who	How

Collection cleaning is a great opportunity to check items for pest activity. Two tasks done in one!

As well as using suitable cleaning tools extra hands might be needed if furniture has to be moved or display panels lifted down to clean behind them.

You can specify safe handling practices to reduce the risk of damage to items that are being cleaned