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**SARATOGA NATIONAL HISTORICAL PARK**

**HISTORIC HOUSEKEEPING PLAN**

**FOR THE**

**NEILSON HOUSE**

**4/89**

**Rev 5/91**

**Rev 2/92**

**Richard E. Beresford**  
**Museum Technician**

**HOUSEKEEPING PROCEDURES  
FOR THE  
NEILSON HOUSE**

**Daily: Generally duties will be handled by on duty interpreter**

1. Upon opening the house check to see if anything needs immediate attention, e.g., any signs of forced entry, broken windows or door. Notify Supervisory Park Ranger or Chief Park Ranger (ext. 16 or 24) if any of these problems are noticed.

2. Pick up any trash that may have accumulated in and around the house and dispose of properly.

3. Sweep floor and porch. If necessary, clean windows and sills with cleaner and paper towels. Supplies will be found in back room closet.

4. Keep back room neat. No food allowed in the Neilson House. **Do not** leave trash, especially food, overnight.

Food kept in tightly closed Igloo containers is alright.

5. Dust furniture with a clean dampened diaper cloth. Diapers and misting bottles will be kept in back room of the house.

7. Beware of insects and pests. Check for evidence of insects, mold, and animal activity, especially in drawers and cupboard. Notify Resource Management Specialist (ext. 21) of any infestations. **Any** sprays or insecticides **MUST** be cleared through the Resource Management Specialist before use. Pesticide use can only be authorized by the Resource Management Specialist. The Park has to get approval for any (no matter how small) pesticide use.

8. Use Dustbuster to clean up spider webs, dead flies, dust, etc. Return Dustbuster to back room for recharging and storage.

**Weekly: Generally duties to be handled by Maintenance Staff**

1. Sweep upstairs floor.

2. Clean top and around fireplace area.

3. Vacuum door and window frames also ledges and top of cabinets and cases.

4. Damp mop/Varnish Food wooden floors.
5. Spot clean walls with hand vacuum, if needed.
6. Check windows and sills. Clean, if necessary.

**Monthly:** Generally duties to be handled by Museum Technician

1. Spot clean walls, if needed.
2. Dust ceramic and glass display objects. Although these are reproductions, handle them with care as you would original items.
3. Check furnishings for deterioration.
4. Spot check inventory of items in house.

**Yearly - beginning and end of season:** Handled by Museum Technician and Maintenance

1. Provide thorough initial and final cleaning.
2. Remove or place muslin furniture covers, depending on season.
3. Remove or place furniture along exterior walls, depending on season.
4. Pack items away for winter storage.

**NOTE: AT ANYTIME IF YOU NOTICE ANY DAMAGE OR POTENTIAL PROBLEMS, PLEASE REPORT THEM AS SOON AS POSSIBLE TO SUPERVISORY PARK RANGER. IF SOMETHING NEEDS REPAIR, COMPLETE A JOB ORDER REQUEST (FORM 10-577) AND SUBMIT TO SUPERVISOR PARK RANGER.**