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SARATOGA NATIONAL HISTORICAL PARK

HISTORIC HOUSEKEEPING PLAN

FOR THE

SCHUYLER HOUSE

1/89

Rev 4/89

Rev 5/90

Rev 6/91

Rev 2/92

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Museum Technician**

**HOUSECLEANING PROCEDURES
FOR THE
SCHUYLER HOUSE**

General Recommendations For Using This Housecleaning Schedule

The less we handle any object, the longer it will survive.

Housecleaning of the Schuyler House will be divided as follows:

INTERPRETERS, MAINTENANCE, AND MUSEUM TECHNICIAN:

INTERPRETERS:

1. On opening, sweep front, side and back porches, floors, halls and stairs for dust and other debris.

2. Walk through each room of the house and around house. See if there is any trash, graffiti or anything unusual. If there is trash, remove it. If there is graffiti or anything unusual (broken window, sign of attempted entry or something out of place) inform the office staff, (Chief, I & V.S. ext. 16 & 25).

Check insect traps during your walk through the house. If full, report same to Museum Technician (ext. 17)

3. Using diaper dust cloth, dampened with water from a plant mister, clean stairway baluster and railing. Cleaning supplies are located in the dining room closet.

4. Dampen a cloth in the same way as above and wipe surfaces extensively handled by visitors (room barriers, entrance and exit door handles as well as railings).

5. Remove trash from the house at the end of the day. Do not leave trash or food items in the house overnight. Place outside in designated containers.

6. **NO SMOKING** in the Schuyler House.

7. **Do Not Eat or Drink** around museum objects. Eating is allowed in the designated areas only (office in bad weather or outside).

8. Keep hands clean while on duty at the Schuyler House.

9. Handle exhibit items as little as possible.

10. **Report All Pest Problems (mice or insects)** to Pest Control Person for the Schuyler House, (ext. 20) or Resources Management Specialist, (ext. 21).

11. Keep potentially dangerous articles, such as pens, tools, and sticky labels away from museum objects. Be careful not to wear items that can snag or scratch objects. Rings, a watch or your badge can cause serious damage to some of our older objects and some of the fabrics.

12. Unless directed, do not move, lift, or change any item on exhibit. Do not attempt to move heavy objects without help.

13. **Ask first before acting.** If you have any questions about maintenance of the Schuyler House, ask before acting on it yourself. Call Museum Technician, (ext. 17) or Maintenance (ext. 23) on any questions regarding the historical objects in the house.

14. If you observe **items missing**, notify the Ranger Office, (exts. 20 & 24).

15. **ANY** sprays or insecticides **MUST** be cleared through the Resource Management Specialist before use (ext. 21). 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.

MAINTENANCE

WEEKLY

1. Dust all furniture as described above. Treat with Varnish Food or other cleaning agent as directed.

2. Vacuum mantels, hearths, and fireplaces with appropriate vacuum.

3. Vacuum floors and clean as necessary.

4. Check windows, doors. Clean as necessary.

5. Check beds and smooth out blankets and pillows.

6. **Beware of insects and pests.** 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.

7. Be Observant: Report any damage or preventive maintenance problems at once. Call Museum Technician (ext. 17) on any damage or problems with exhibit objects.

MONTHLY

1. Vacuum furniture with appropriate machine
2. Wash windows inside and out.
3. Clean and treat floors with Varnish food or as directed.
4. Clean kitchen. Treat items as necessary.

MUSEUM TECHNICIAN

1. Will work with maintenance on weekly schedule of cleaning. Cleaning will be each Monday morning.
2. Dust and clean artifacts and objects on display with appropriate cleaning materials.
3. Will examine and clean paintings, books, framed objects as needed. In cleaning frames, paintings and sensitive items, fine cosmetic brushes will be used.
4. Examine furniture and other objects for any signs of deterioration and take steps to prevent it.
5. In accordance with check list, will look for mold, insects and other pests on a weekly basis. **ANY** sprays or insecticides **MUST** be cleared through the Resource Management Specialist before use. Pesticides use can only be authorized by the Resource Management Specialist (ext.21). The Park has to get approval for any (no matter how small) pesticide use.
6. Be responsible for reporting any necessary repairs or maintenance problems beyond those itemized to the proper authorities.

SPECIAL HOUSEKEEPING PROCEDURES

Maintenance and Museum Technician will assist the Old Saratoga Historical Association with opening and closing of Schuyler House, and other duties as per **Memo of Understanding**, revised 1988.

GENERAL HOUSEKEEPING TIPS FOR SCHUYLER HOUSE

1. Wear cotton gloves (located in dining room closet) if handling metal objects. For glass or china, use special "dot" gloves or bare hands.
2. **Lift** objects; **do not push** or drag them.
3. **Do not** leave museum objects on floor or unprotected.
4. If asked to move a number of objects, **plan the move** so that everyone knows exactly what to do.
5. There are guidelines for any operation, project or move. If you are not sure, **ask before acting**.
6. **Special equipment, gloves and supplies exist** for most museum related activities. Be sure you understand the task and have the right equipment for the job. Most of the equipment needed will be located in dining room closet.
7. **Never walk backwards** when handling an object.

ANY QUESTIONS OR PROBLEMS ASK BEFORE TRYING TO SOLVE THEM ALONE