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SARATOGA NATIONAL HISTORICAL PARK

HOUSEKEEPING PLAN

FOR THE

VISITOR CENTER

12/91

RICHARD E. BERESFORD
Museum Technician

**HOUSEKEEPING PROCEDURES
FOR THE
VISITOR CENTER**

Daily: Generally duties will be handled by Maintenance Staff prior to opening Visitor Center.

1. **Museum Technician:** Checks exhibits daily, display cases and displays for dirty glass/plexiglass, burned out light bulbs or any signs of pest problems.

2. Reports any problems to Maintenance (light bulbs, loose screws in displays or dirty glass), and on pest problems, to Natural Resources Specialist.

3. Takes necessary action to maintain clean, well lighted and pest free exhibits.

4. Periodically check light levels and log readings.

5. Notifies Maintenance of light bulbs needing replacement

1. **Interpretive Division:** Report any problems with exhibits to Museum Technician.

SEMI-ANNUAL CLEANING

In the spring and in the fall, Museum Technician and Maintenance Staff will remove all cases and thoroughly clean exhibits.

1. White gloves will be worn by those working with exhibit items, and cleaning will be done adhering to museum practices.

2. Any repairs needed will be made at that time. Paint touch-up will also be done at that time.

3. Condition of exhibit items will be noted and corrective action taken, if needed, such as preparing treatment requests.

4. The condition of the exhibit items will be made known to the Historian in a brief report.

NOTE: AT ANYTIME IF YOU NOTICE ANY DAMAGE OR POTENTIAL PROBLEMS, REPORT THEM AS SOON AS POSSIBLE TO SUPERVISORY PARK RANGER AND/OR MUSEUM TECHNICIAN.