

## **Cleaning Regime**

The following is a suggestion for a cleaning regime in a house museum. This would need to be added to and adapted according to the needs of the collection, the size of the building and the number of volunteers available

### **Daily**

Inspect the rooms upon arrival:

- Are all items in place?
- Are all surfaces clean and dust free?
- Are all glazed surfaces (such as exhibition cases, framed pictures and mirrors) free of smears and fingermarks? Is there any evidence of damage?
- Carry out any work to rectify problems

### **Weekly**

- Clean floors- vacuum/brush as necessary
- Clean door mats
- Clean the tops of framed works

### **Monthly**

Identify one room a month to thoroughly clean. This would involve

- Clean all surfaces
- Inspect all crevices (such as under cushions, behind pictures, under carpets) for evidence of pest activity