

Buderim Historical Society

Cleaning and Housekeeping Policy

Keeping the Museum clean is an important part of museum management.

There are 4 main components to keeping the museum clean:

1. Museum space (floors, walls, curtains, blinds)
2. Display and storage areas (display cases and storage boxes)
3. Objects (cleaning them of dust and contamination)
4. Visitation areas (toilets, reception desk, seating for staff and visitors).

BHS has used the Community History South Australia *Cleaning in Museums* (2011) and the Housekeeping Manual for Bankfoot House prepared by the Sunshine Coast Council Cultural Heritage Services (2016) as our guide to the cleaning process. It explains why it is important to keep the museum space, displays and objects clean, why it is important to have a cleaning schedule as well as who is responsible for achieving this.

Cleaning of the collection is to be undertaken under supervision of a volunteer/s who has undergone training in cleaning of the specific types of materials. Expert conservator advice should be sought if any doubt about how/if an object should be cleaned.

Fragile objects such as the portraits of John and Jane Burnett (Dining Room), gladioli painted on glass and the mirror with leather surround (Parlour), are to be cleaned by the Curator.

The Housekeeping Log is used to record the areas of the museum cleaned and by whom. It includes general housekeeping of the buildings and the cleaning that has been undertaken by volunteers.

Each room of the building is to be cleaned on a rotating basis so that cleaning of each area (including the collection in that area) is conducted annually, or more frequently if the need arises.

Manual and electronic records of the above housekeeping activities are to be kept.

Cleaning equipment and pH neutral cleaners to be used by the cleaner are supplied and stored in the respective kitchens of both buildings.

If any evidence of pest infestation is found, the Curator is to be notified immediately.

See also:

Cleaning and Housekeeping Process

BHS Housekeeping Schedule & Log

Integrated Pest Management (IPM)

References:

History SA, *Cleaning in Museums*, HTSA, Adelaide, 2011. <http://community.history.sa.gov.au/how-do-i/cleaning-museums> and <http://community.history.sa.gov.au/how-do-i/managing-pests-collection-integrated-pest-management-ipm>.

Sunshine Coast Council Cultural Heritage Services, *Housekeeping Manual for Bankfoot House*, 2016.

https://en.wikipedia.org/wiki/Museum_integrated_pest_management#Common_museum_pests.

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