

The Greater Harrington Historical Society Housekeeping Policy



GHHS Routine Cyclical Maintenance Schedule

Housekeeping is an important aspect of collections care. Regular cleaning reduces the risk of pest infestation.

The following schedule shall be followed and documented on the maintenance log located in the custodial closet at both the Annex and the Block Tower.

1. Museum volunteers shall vacuum the floors in the annex and storage monthly.
2. The church floor shall be swept monthly.
3. The Block tower floors shall be swept monthly.

Volunteers shall dust objects on open display at least one time per year, with additional cleaning performed as necessary.

Volunteers shall dust cases on display at least one time per year, with additional cleaning performed as necessary.

The following is a list of items that should be part of an annual maintenance plan. The Curator is responsible for ensuring the following are completed and recorded.

Monthly site inspections:

- Ensure buildings are secure with no broken windows, no obvious pests, etc.
- Check interior spaces for leaks (roof, windows, basement spaces)
- Check interior spaces for physical building damage.

Quarterly

- Change filters in air handlers. (record on tag, located on unit)

Annually

- Annual test of fire alarm systems – professional performed.
- Fire extinguisher inspection and certification - professional performed.

- Clean and inspect chimneys and fireboxes.
- Clean gutters
- Change lightbulbs as required.
- Service HVAC - professional performed.
- Roof inspection

This policy shall be reviewed every three years for accuracy and changes.

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Approved by: Membership

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Primary Policy Steward: Curator

GHHS Maintenance Schedule



Use the form found in the policy manual to denote any issues found

Monthly	Jan	Feb	March	Apr	May	June
Housekeeping						
Vacumn Annex						
Vacumn Storage						
Sweep Church Floors						
Sweep Tower Floors						
Site Inspections						
Broken Windows						
Annex						
Church						
Tower						
Check for leaks						
Annex						
Church						
Tower						
Interior Building Damage						
Annex						
Church						
Tower						
Quartlery						
Change filters in Annex Air Handler and record on tag						
Annually						
Annual test of fire alarm systems						
Fire extinguisher inspection and certification						
Clean and inspect chimneys and fireboxes. Tower Only						
Clean gutters, Annex Only						
Service HVAC						
Roof inspection						
As needed						
Change lightbulbs						

GHHS Maintenance Schedule



Use the form found in the policy manual to denote any issues found

Monthly	July	Aug	Sep	Oct	Nov	Dec
Housekeeping						
Vacumn Annex						
Vacumn Storage						
Sweep Church Floors						
Sweep Tower Floors						
Site Inspections						
Broken Windows						
Annex						
Church						
Tower						
Check for leaks						
Annex						
Church						
Tower						
Interior Building Damage						
Annex						
Church						
Tower						
Quartlery						
Change filters in Annex Air Handler and record on tag						
Annually						
Annual test of fire alarm systems						
Fire extinguisher inspection and certification						
Clean and inspect chimneys and fireboxes. Tower Only						
Clean gutters, Annex Only						
Service HVAC						
Roof inspection						
As needed						
Change lightbulbs						