



**Royal Pavilion & Museums, Brighton & Hove**

**Collections Care and Conservation Plan  
2017**

**Name of museum:** The Royal Pavilion & Museums

**Name of governing body:** Brighton & Hove City Council

## **1. Introduction**

RPM's vision is to build a resilient organisation, outstanding for its vibrancy and relevance, renowned for its digital innovation, and inspiring a powerful sense of shared ownership. Our work will be driven by creative collaborations with our local communities and partner organisations to reach new and more diverse audiences.

In achieving this, our museums will have meaningful and dynamic roles relevant to, and supporting the needs of, diverse audiences including local citizens, national and international visitors, and online users.

RPMs mission is to use its unique buildings, collections and knowledge to connect people to the past and help them understand the present in order to positively influence their future.

It aspires to help people to contribute to a socially just and environmentally sustainable future while making Brighton & Hove a fantastic place to live, work and visit. RPM aims to inspire, illuminate and challenge its visitors and virtual users. It does this by caring for and interpreting its outstanding collections, historic sites to support discovery, enjoyment and learning

RPM has a vital role in the cultural, economic, education, and social life of the City, and the health and well-being of its citizens and visitors. It celebrates the City and its communities, helping generate civic pride and develop a sense of cultural identity, as well as building respect and understanding of others. It is a cultural industry employing a wide range of creative experts including curators, conservators, decorative artists, designers, artists, makers, teachers, actors and writers. It is a major tourist attraction supporting the City's visitor economy. It plays a role in the knowledge economy through research, creating and disseminating knowledge through exhibition, display, publication, public learning and event programmes. It also provides inspiration, influence and a stepping off point for creative production both locally, nationally and internationally. It operates in a digital world making collections and knowledge available on line and providing a platform for user generated content and debate.

Caring for the collections is a fundamental duty and a core discipline for all museums. The Royal Pavilion & Museums (RPM) as part of Brighton & Hove City Council (BHCC) is committed to ensuring the preservation, understanding of and access to collections and buildings, in order that they are enjoyed and understood by current and future generations. This is achieved through a commitment to pursuing best practice standards in care and conservation for all of RPM's buildings and collections.

The collections are the heart of the organisation, they are both its *raison d'être* and its unique selling point. They number approximately one million items. The Decorative Art, World Art and Natural Sciences collections are Designated as being of outstanding national and international importance. The management and care of these collections are central to the aims and key activities which underpin the mission of RPM, and support the corporate aims of BHCC (See RPM Interim Forward Plan 2017-20).

### **1.1 Scope**

This plan applies to all RPM buildings, collections and objects in RPM care, including objects held in the permanent collection, handling collections, and loans in from other organisations or owners. It is designed to support the delivery of *RPM Collections Care and Conservation Policy*, and to prioritise work for the period of the next 3 years, to achieve the aims of the *RPM Interim Forward Plan 2017-20*, in proportion to resources available to RPM and BHCC.

It will:

- Improve and support physical access and safe use of the collections, whilst preserving the buildings and collections for the future
- Define priorities for RPM's core ongoing work and outline specific projects relating to collections care and



conservation between 2017 and 2019

- Institute improvements in collections care to ensure that necessary improvements are made over time, and on the basis of priority in line with current best practice standards
- Maximise cost effective and sustainable use of resources in local/regional/global contexts, and prioritise conservation requirements within the framework of resources available
- Support, promote and develop the ethics of conservation across RPM, and inform the public of conservation principles and methods
- Pursue a standard of practice in care and conservation procedures in line with the *RPM Collections Care and Conservation Policy* and the following standards:
  - *Benchmarks in Collections Care for Museums, Archives and Libraries*
  - *PD5454:2012 Guide for the storage and exhibition of archival materials*
  - *PAS 197:2009 Code of practice for cultural collections management*
  - *SPECTRUM 4.0 The UK Museum Collections Management Standard*
  - *ICON Professional Guidelines and Code of Ethics*
  - *Code of Ethics and Rules of Practice of the United Kingdom Institute of Conservation of Historic and Artistic Works (UKIC)*
  - *Health and Safety at Work etc Act 1974*

Although of signal importance to the care and use of RPM's collections, interventive conservation work is outside of the scope of this document and is covered by a separate Work-plan. The term 'Conservation' as used within this 'Collections Care and Conservation Plan' is concerned with preventative conservation.

## **2. Ongoing Collections Care and Conservation Work**

### **2.1 Buildings**

***'Provision of Suitable Building:*** *to ensure that the building contributes toward providing appropriate environmental conditions for the different elements of the collection'*

An ongoing Planned Maintenance programme for the six sites directly managed by RPM is maintained and developed to address the risks and potential threats to collections.

Buildings are maintained to ensure that they are weather proof, appropriate to display and store collections within, and suitable for staff and the public to enter.

The planned maintenance programme is developed under the direction of the Senior Keeper: Conservation & Historic Buildings and undertaken by the Historic Buildings Manager, Historic Buildings Officer, Technical staff, Conservators and external contractors where necessary.

The current work programme includes:

- Hanwell monitoring systems fitted to roof gullies at Preston Manor
- Off-site collections store roof repairs
- Restoring the Royal Pavilion Saloon
- External repair and decoration of Royal Pavilion banqueting room

In addition to the planned maintenance programme, each site will close for up to one week on an annual basis for essential building maintenance in public spaces. Closed Week Management Programmes are managed by Historic Buildings Manager and Historic Buildings Officer, in consultation with Technical, Conservation and Curatorial Teams.



## 2.2 Collections

*'Collections Condition Overview to ensure that awareness of the condition and needs of all items in the collection is maintained'*

Periodic reviews are held to evaluate the condition of the collection and summarise priorities for improvements. Five Collections Reviews have been undertaken by RPM since 2009, these are; Natural Sciences, Archaeology, Egyptology, Musical Instruments (European), 2d Local History (including Fine Art: Topographical Prints, Oral History and Photographs), Film, Africa and Costume.

Each review is undertaken using the methodology from *What's In Store: Collections Reviews in the North West (2008)*, and includes a review on current collections care completed by a conservation specialist. Review recommendations for improvements to collections care and conservation have been used to inform this plan.

### 2.2.1 Collections Condition Checking: Loans

All loan requests will be assessed individually at RPM Loans Panel.

An object's condition will be checked using condition report forms and recorded on MimsyXG as it leaves and returns to RPM sites. Borrowers will be asked to complete a *UK Registrars Group* facilities report. For particularly valuable items, additional information regarding display cases and security will be requested using the supplementary templates available from the *UK Registrars Group*.

Security, environmental, handling and conservation conditions will be stipulated by RPM and agreed with the borrower as part of the loan agreement.

RPM will treat the care and conservation of all incoming loans according to the requirements set out in the loan agreement between it and the lending authority. RPM will notify the lending authority if there is any change in its circumstances which mean that it can no longer meet the requirements set out in this agreement.

If the lending body does not supply a condition report form for each object, RPM will use its own condition report forms and complete these as soon as the object enters RPM premises.

Every object loaned into the museum will continue to have its condition checked and recorded on MimsyXG at point of entry and exit.

### 2.2.3 Collections Care and Conservation Documentation

RPM will continue to retain records of every treatment carried out on an object, by in-house staff or external conservators. Records will be added to an item's catalogue entry according to the procedures set out in RPM Collections Management & Documentation Procedural Manual.

## 2.3 Environmental Monitoring

*'Environmental monitoring: to alert staff to potentially damaging environmental conditions; an appropriate programme is in place to measure relative humidity, temperature and light levels (visible and ultraviolet), in galleries and stores.'*

### 2.3.1 Temperature and Relative Humidity

RPM will continue to monitor and record the temperature and relative humidity (RH) in storage and display areas using a Hanwell 4000 series monitoring system. It will continue to operate across the five main museum sites. Data will continue to be transmitted to a networked computer system available to view by Conservation, Curatorial and Historic Buildings staff, via their desktop computers.



### 2.3.2 Light

RPM will maintain the current programme of light monitoring of both UV and visible light.

Visible light levels and UV emission will continue to be checked using RPM's light and UV meter whenever lighting is changed (lights are moved or new bulbs fitted). Temporary exhibitions and new displays will continue to be checked for light levels on installation by the Senior Technician in consultation with conservation and curatorial staff.

Fluorescent lights will continue to be fitted with UV filters as tubes are changed. Windows fitted with UV filter film will continue to be tested for effectiveness annually and preferably in mid- summer when the light is strongest.

Some areas within the Royal Pavilion and other areas with sensitive and loaned material light levels, will continue to be monitored digitally by Hanwell light monitors, which transfer data to a networked computer system available to view by Conservation, Curatorial and Historic Buildings staff, via their desktop computer.

Light monitoring equipment will continue to be stored and calibrated as recommended by the manufacturer.

## 2.4 Environmental Control

*'Environmental control: to ensure that collections are not at risk of damage from unsuitable environmental conditions.'*

Ongoing programmes to ensure collections are stored and displayed in a managed environment that minimises their rate of deterioration:

- Re-boxing and repackaging into inert material to prevent degradation in store from chemical pollutants.
- Improving collections environment by re-storing the collections into more appropriate storage.
- Biannual review of RPM stores
- RPM will assess all stores across all sites to rationalise and aim to store objects in the most relevant store for the material of which they are constructed,
- Removing from storage areas across all sites all unsuitable packaging.
- Continue the ongoing programme for UV light filtering and visible light reduction, through the introduction and improvements to blinds, and window films.
- Implement actions to remedy any damage, deterioration or areas that do not meet minimum best practice standards as per Benchmarks in Collections Care.
- Minimise the effect of dust on the collections in storage through a programme of re-boxing, and covering collections.
- Revise and review fire safety plan every six months.
- Continue the programmes of maintenance of environmental control equipment; dehumidifiers, fan coil units; Hanwell light; temperature; RH and dust monitors.
- Develop and implement basic preventative conservation training for all staff
- Develop and implement a training programme in basic object awareness and handling

## 2.5 Housekeeping

*'Housekeeping: to reduce the likelihood of pest infestation and damage to material from mould or*

*reduce the likelihood of pest infestation and damage to material from mould or from abrasive or acidic particles, by careful cleaning of collections and the areas in which they are housed.'*

### 2.5.1 General Cleaning of display areas

In order to minimise deterioration to collections RPM will continue to undertake regular cleaning of collections display areas. Each Museum, apart from Royal Pavilion, is closed one day a week to allow for essential cleaning and ongoing maintenance.



Conservators will continue to advise on all polishes, cleaning agents or sprays used in collections areas. They will also continue to advise on dusters and cloths to ensure that synthetic (not feather) dusters are used on walls, lights and ceilings (not objects). Micro-fibre cloths (dry or dampened with clean water), brushes and vacuum cleaners are used for cleaning the building.

The Housekeeping team will continue to be responsible for general cleanliness of all public and staff areas eg cleaning all walk ways; floors, doors, windows internally, and toilet facilities, and removing rubbish and recycling daily.

Café staff will remain responsible for maintaining the cleanliness of kitchen and food preparation areas within each site with café facilities. All staff will remain responsible for keeping the distribution of food only to designated areas as appropriate, and being aware of the need for tidying and cleaning up after any activity.

Visitor Services Officers at The Booth Museum, Hove Museum and Preston Manor will continue to visually inspect and clean all public display areas as required each morning before opening to the public.



## **2.5.2 Conservation Cleaning: Objects on Open Display (or in open storage)**

Items on open display continue to be checked by the Curator once every month on the museum's closed day, and are monitored, recorded, and appropriate action taken when damage or dirt is observed. The objects condition is recorded on MimsyXG in the Condition activity.

An Assistant Conservator will maintain a schedule of cleaning of artefacts on open display across the Royal Pavilion and Brighton Museum. Treatment and any observations will be recorded on MimsyXG.

The Assistant Conservator will continue to oversee a visitor service officer and volunteer at Preston Manor, who clean there for one morning, once a week, and look to extend this to Hove Museum.

Curatorial staff based at the Booth Museum undertake cleaning of objects on open display.

Closed periods of up to a week will continue at each site in order to deep clean and access hard-to-reach areas otherwise inaccessible when open to the public.

## **2.5.3 Housekeeping and cleaning of Stores**

Stores are cleaned and maintained under the guidance of Curatorial staff, supported by Conservation and Historic Buildings staff.

RPM is aware that all items should be protected in inert packaging materials in a way which protects the item from chemical or physical damage and will continue to undertake an ongoing programme of re-boxing and re-storage of objects to pursue this minimum standard.

RPM will continue to replace any inappropriate boxes and packing materials with acid-free card and tissue paper, polythene, inert polypropylene boxes and polyethylene foam.

Items too large to be boxed will continue to be covered with acid-free tissue or Tyvek fabric.

A continued programme to ensure that no item is stored on the floor will see very large items stored on padded chocks or a pallet. Smaller items will be stored on shelves which will be lined with inert materials such as Correx, Plastazote or acid-free tissue.

Items on open storage will continue to be monitored and recorded by the Curator and the conservation housekeeping team, and appropriate action taken when damage or dirt is observed. The condition of objects noted will be recorded on MimsyXG in the Condition activity.

## **2.5.4 Pest Monitoring**

### **2.5.4.1 Quarantine**

Any item coming into the museum (this includes new acquisitions, loans, returning items which have been on loan and objects moving between RPM sites) will be kept separate from the collection until it has been fully examined by the relevant Curator or Conservation staff.

Items which have to be stored in the museum awaiting examination will be kept away from the collection or isolated by placing them in a polythene box or wrapping them in polythene sheet. They will be examined as a priority, especially as there is a risk of mould if they are damp.

### **2.5.4.2 Monitoring**

An Integrated Pest Monitoring programme is used at RPM, developed and maintained by an Assistant Conservator. Sticky pest traps will continue to be placed in the storage and display areas, near entrances and exits, along the floors, near doorways and windows, on window sills and occasionally on shelves, to monitor insect activity especially in dark, quiet areas. Hanging sticky pheromone traps will be used if any moths are seen near vulnerable material such as fur and feathers.

The pest traps will continue to be checked at a minimum three times a year.



Each trap will continue to be examined by the Assistant Conservator and the results recorded in a spreadsheet accessible by all staff via the networked computer system.

A programme of rodent prevention will continue to be undertaken by specialist contractors.

If pests are found which are potentially harmful to the collection or building, the Assistant Curator will continue to inform the Senior Keeper, Conservation & Historic Buildings and the relevant Curator and as appropriate a conservator will be asked for advice which will then be acted upon.

### **2.5.5 Dust**

Items in store are not left exposed to dust if possible. They are protected by being kept in boxes or display cases or covered with Tyvek or cotton sheets or acid-free tissue paper. If items need to be protected with polythene sheet they are first covered with acid-free tissue paper. Covered objects and items in boxes are clearly marked to identify the object inside.

Dust levels across all sites are controlled by

- Housekeeping
- Keeping external doors and windows closed whenever possible.
- Using fixed mats to trap dust from shoes at entrances
- Keeping the approach to the museum clean
- Sealing off areas where building work is taking place

When objects sensitive to dust or hard to clean such as costume are placed on open display a regular programme of monitoring and cleaning will be undertaken of those specific items.

## **3. Mechanisms and Procedures**

Disaster Cupboards are provided on each site and are regularly reviewed and well stocked by a member of the Security Team.

The conservation team maintain a general supply of equipment and materials for their own work programmes and advise Curators on further materials or equipment as required.

For 'on-the-spot' issues regarding maintenance the following staff should be contacted:

- Conservation and Building Issues- Senior Keeper, Conservation & Historic Buildings
- Electrical Problems- Senior Technician
- Building repairs, heating, disaster issues such as, water ingress and leaks – Historic Buildings Manager and/or Historic Buildings Officer at the Royal Pavilion or Brighton Museum and Site Leads/Duty Manager for Preston Manor, the Booth Museum and Hove Museum
- Cleanliness in public areas- Housekeeping Team via Historic Buildings Manager
- Concerns about Collections- relevant Curator
- Collections cleanliness (dust) - Curator and/or Assistant Conservator
- Pest - Assistant Conservator
- Environmental Monitoring: RH/ temp/light- Object Conservator, Assistant Conservator and/or Collections Care Technician
- Gallery and Case damage - Curator
- Collections damage - Curator
- Security and disaster issues such as, extreme Flood or a Fire - follow BCP procedures, and inform Duty Manager, Security & Fire Safety Manager, who will in turn inform Leadership Team, Senior Keeper: Conservation and Historic Buildings, Historic Buildings Manager, Senior Keeper: Collections, Historic Buildings Officer, Site Leads and relevant Curators and Conservators.

All telephone numbers are provided on an internal phone list, held by every member of staff, at the Front desk on each site and at in the RPM security control room.



#### 4. Work Plan

The work plan below is designed to detail and improve on the current core programmes of collections care described above. Tasks will be included within officer PDPs:

Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Provision of Suitable Buildings:</b>	Buildings will continue to be regularly inspected for damage and deterioration which could lead to water ingress.		Senior Keeper: Conservation & Historic Buildings in consultation with specialist contractors.	All sites	On-going	On-going	On-going
<b>Provision of Suitable Buildings:</b>	A Floor Loadings Register will be initiated, maintained for each building Hardcopies will be kept by the Historic Buildings Manager or Officer.	Also stored digitally on MimsyXG and as a simple document viewable by all staff available on the network. The register will be updated on a project by project basis, when the use of a space changes	Curator (Collections Management) with Historic Buildings Manager/Officer	All sites	Collect data Store data on Mimsy	Collect data. Store data on Mimsy	
<b>Collections Condition Overview</b>	Ongoing programme of collection reviews; will include detailed recommendations for improving collections care for that specific collection.		Curator of World Art, Curator of Toys, Film & Media TBC for Storage Review		World Art: African collections Film Collection	Storage Review	Storage Review
<b>Collections Condition Overview</b>	Spot checks on stores will be taken after severe weather, or any other risk provoking incidents.		Curators with support from Collections Care Technician	All sites	As required. More frequent in winter months	As required. More frequent in winter months	As required. More frequent in winter months



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
		Identify flood monitoring system for UB5 £1.5k	Conservator	UB5	Update Hanwell to include UB5 network and incorporate Flood System	Update Hanwell to include UB5 network and incorporate Flood System	Update Hanwell to include UB5 network and incorporate Flood System
<b>Collections Condition Overview</b>	Visual condition check of all collections on display, in particular of material vulnerable to pest, or fluctuations in the environment will be undertaken.	Results recorded on MimsyXG. Any concerns will be noted and forward to the relevant Curator for action	Curators with support from the Conservation Housekeeping Team	All sites	Once a month	Once a month	Once a month
<b>Collections Condition Overview</b>	Visual inspection of collections in storage that are made of material which is vulnerable to pest, or fluctuations in the environment, checked at regular and intervals appropriate to the collection	eg spot checks of fur and feathered material will be undertaken every spring to check for signs of pest activity.	Curator with support from Assistant Conservator and Collections Care Technician	Stores at all sites	Spot checks of fur in March & November	Spot checks of fur in March & November	Spot checks of fur in March & November
<b>Collections Condition Overview</b>	A system for visually identifying sensitive and vulnerable material in store; such as fur and feather, will be initiated and maintained.	Sticker/label system	Curator (Collections Management) with support from all Curators and Assistant Conservator	Stores at all sites	On-going	On-going	On-going
<b>Collections Condition Overview</b>	A visual inspection of stores will happen on a biannual basis.	Complete benchmarks in collections care per store- save on shared drive. Report at PDP.	Curator (Collections Management) with support from all Curators, and conservation team	Stores at all sites		Store inspection January-February	



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Collections Condition Overview</b>	All photographic items or other objects that require cold storage will be identified by a coloured sticker.	On-going programme post Keep move. Re draft and circulate procedure for storing objects in cold storage at The Keep. (include sticker details)	Curator (Collections Management) with support from Keep Project Officer and Assistant Curators	Stores at all sites	Redraft procedure	Identify items	Identify items
<b>Collections Condition Overview</b>	Audits for the improvement of security and location control will be undertaken at regular intervals.	Confirm which staff to move forward with role.	Curator (Collections Management)	Display and storage areas across all sites	Confirm staff and frequency	On-going	On-going
<b>Collections Condition Overview</b>	Re- implement and maintain audits for objects on display	Audit of ten objects on display each week in each site open to the public. Check undertaken by patrolling security officers and input onto MimsyXG.	Duty Managers and Curator (Collections Management), Assistant Curators	All sites- publicly accessible display areas	Once a week	Once a week	Once a week
<b>Collections Condition Overview</b>	Develop and implement a programme of training on data entry into Condition, Conservation and Loan Activity modules on MimsyXG.	for all Curatorial, Programming and Conservation staff, and their volunteers	Curator (Collections Management)	MimsyXG	Refresher training	On-going	Ongoing
		Develop image storage procedure for conservation, condition, damage images on asset bank in line with Mimsy	Digital Development Officer and Curator of Collections Management	Asset Bank	Train conservation staff	On-going	On-going
<b>Environmental Monitoring</b>	Regular calibration of all collections care equipment	Includes: Hanwell plus THG to Hanwell changeover	Collections Care Technician and external specialist	All monitoring equipment	THG to Hanwell change-over, plus light loggers calibrated	Calibrate equipment	Calibrate equipment



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Environmental Monitoring</b>	Record date and spec of the application of UV filters on MimsyXG.		Asst Conservator, Collections Care Technician	All sites/ networked computer etc	Train Care Assistants and enter data	Train Care Assistants and enter data	Enter data
<b>Environmental Monitoring</b>	Record results of UV light levels in DISPLAY areas for all sites.	Devise system to record UV, report results to Conservator	Asst Conservator, Collections Care Technician	All sites	Devise, then Record on spreadsheet linked to MimsyXG and maintain system	On-going	On-going
<b>Environmental Monitoring</b>	Monitor natural light levels through UV film		Conservator with Collections Care Technicians	All sites	Review of visible light monitoring	Start new programme monitor	On-going
					Collect Vis Light readings at Midsummer	Collect Vis Light readings at Midsummer	Collect Vis Light readings at Midsummer
<b>Environmental Control</b>	Re-boxing and repackaging into inert material to prevent degradation in store from chemical pollutants.	Identify areas to re-box, devise a timetable to document & re-box. Report progress at each 121	Curators with support from Collections Care Technician and Assistant Curators	All stores	On-going	On-going	On-going
<b>Environmental Control</b>	Re-storing collections into more appropriate storage locations to achieve minimum standards.		Curator (Collections Management) with relevant curators, conservators, Assistant Conservator and Collections Care Technician	All stores	Storage Review	Storage Review	On-going



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Environmental Control</b>	Review all RPM stores bi-annually.	Reviews will be recorded and made accessible on a network computer.	Curator (Collections Management), in conjunction with the relevant curator	All stores		Review stores- Jan-Feb	
<b>Environmental Control</b>	Assess all stores across all sites to rationalise and aim to store objects in the most relevant store for the material of which they are constructed.	Eg best environment; most logistical and practical sense for use and capacity; etc.	Curator (Collections Management) with support from all Curators, and object conservator	All stores	Storage Review	Storage Review	On-going
<b>Environmental Control</b>	Removing from storage areas across all sites all unsuitable packaging.	Individual collections have their own priorities to be assessed and addressed.	Curators	All stores	On-going bubble-wrap and acid-free tissue replacement	On-going bubble-wrap and acid-free tissue replacement	On-going bubble-wrap and acid free tissue replacement
<b>Environmental Control</b>	Continue the ongoing programme for UV light filtering and visible light reduction, through the introduction and improvements to blinds, and window films.		Assistant Conservator	All sites	On-going upgrade of blinds/UV filters for bird cases at Booth and general at Preston Manor	On-going upgrade of blinds/UV filters for bird cases at Booth and general at conservation studios	On-going upgrade of blinds/UV filters for bird cases at Booth



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Environmental Control</b>	Remedy damage and deterioration through conservation and restoration as required	Record on MimsyXG areas requiring conservation and work carried out	Curators, conservators, Assistant Conservator and Collections Care Technician	All areas	On-going	On-going	On-going
<b>Environmental Control</b>	Minimise the effect of dust on the collections in storage through a programme of re-boxing, and covering collections.	Introduce Housekeeping Schedule	Senior Keeper	All stores	Undertake regular store cleaning and make plan for specific improvement projects	On-going	On-going
		Aim to minimise dust across 30% of collections needing re-boxing/rehousing etc by end of 2019	Curators with assistance from Assistant Conservator and Collections Care Technician				
<b>Environmental Control</b>	Revise and review fire safety plan		Historic Premises Manager	All sites	Six monthly	On-going	On-going
<b>Environmental Control</b>	Move vulnerable Natural Sciences collections into fire resistant cabinets at the Booth Museum		Curators, Collections Assistants	Booth Museum	On-going	On-going	On-going
<b>Environmental Control</b>	Continue the programmes of maintenance of environmental control equipment	E.g. dehumidifiers, fan coil units, etc	Historic Buildings Manager, and Officer, Technical staff, and Collections Care Technician, under the direction of the Senior Keeper: Conservation & Historic Buildings	All sites	On-going	On-going	On-going



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Environmental Control</b>	Develop and implement a training programme in basic object awareness and handling	Every new member of staff training to be undertaken within six months of their employment.	Assistant Conservator	Held on site for staff across all sites	Every six months	Every six months	Every six months
<b>Environmental Control</b>	Develop and implement basic preventative conservation training for all staff including awareness of the simple impact preventative measures; such as keeping windows and doors closed etc.	Develop basic Prev Con training and include summary in staff induction	Conservator	All sites	Develop training & summary		
			Assistant Conservator			Deliver training once a year	Deliver training once a year
<b>Housekeeping</b>	Continue to check the condition of objects on display in galleries	Record findings on MimsyXG and act accordingly to improve the situation and protect the objects. Report at 121s	Relevant Curators	Galleries All sites	monthly	monthly	monthly
<b>Housekeeping</b>	All display and case seals will be checked.	Action to renew seals will be taken promptly if found to be damaged or deteriorating. Report at 121s	Curators	Galleries All sites	Jan and Sept	Jan and Sept	Jan and Sept
<b>Housekeeping</b>	A programme of entering data of each display case will be entered into the Facilities Module in MimsyXG.	All new cases specifications and details will be retained, and attached or described on MimsyXG	Curators	Galleries All sites	As new cases are created, produced, changed etc	As new cases are created, produced, changed etc	As new cases are created, produced, changed etc



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
Housekeeping	The programme of gallery refurbishment for the Osteology gallery at the Booth Museum to continue.	Continue osteology gallery lights and glass replacement  Movement of elephant and narwhal behind glass	Booth Development Manager, Curator, Curatorial Assistants, Technicians	Booth Museum	On-going	On-going	
Housekeeping	Implement a regular programme of cleaning storage areas	Acquire vacuum cleaners for each store. Stores vacuumed. Report at 121s.	Curators	All stores	Acquire vacuum cleaners, Vacuum Monthly	Monthly	Monthly
		Closed week UB5	Senor Keeper, Curators, Conservation Housekeeping team	UB5	Confirm closed week	Annually	Annually
Housekeeping	All vents in the walls are protected with mesh screens to prevent pest entry.	Check, install and repair as required	Senior Keeper, Conservation & Historic Buildings, Historic Buildings Manager/ Officer	All sites	On-going	On-going	On-going
Housekeeping	Training for all staff in housekeeping and pest awareness and the simple ways to reduce possible pest infestation; ie keeping any unnecessary windows and doors closed.		Assistant Conservator	All staff/all sites	Further develop and implement sessions	On-going yearly or twice yearly sessions	On-going yearly or twice yearly sessions
Housekeeping	Record locations of pest traps in Facilities Module on MimsyXG to increase transfer of knowledge.	Devise where to save and attach to Mimsy	Assistant Conservator and Curator (Collections Management)	All traps/all sites	Develop Mimsy path	Record & update trap locations	Record & update trap locations



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Housekeeping</b>	Implement a programme of checking and cleaning all storage areas, for mould particularly those known to be overfull, and improve air ventilation and circulation through redistribution of boxes to achieve minimum standards.	Monthly vacuum, keep items off floor, away from walls	Senior Keeper, Curators with support from conservators	All stores	Develop Rota for cleaning stores and implement	On-going	On-going
<b>Housekeeping</b>	Open windows are protected with mesh screens to prevent insects flying in.		Assistant Conservator	All sites, all areas	On-going	On-going	On-going
<b>Housekeeping</b>	All contractors, or partner companies, working within RPM buildings and near collections to undergo training or receive instruction on pest management as appropriate and request that the contractor or company adheres to pest management procedures	All staff are responsible for ensuring contractors receive instruction. Use staff induction crib sheet	Curator (Collections Management)	All sites/ all store	On-going	On-going	On-going



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2017	2018	2019
<b>Housekeeping</b>	Continue and develop the programme of dust monitoring		Assistant Conservator	All sites/ all areas	Review cleaning and implement improved programme room by room for RP outline, timeline, and record of cleaning. Started in RP as most objects on open display.	Roll out across sites	Roll out across sites
		VSO housekeeping cleaning rota needs scheduling for implementation at the Booth Museum	Booth Development Manager, Duty Manager	Booth Museum	Implement VSO housekeeping cleaning rota	On-going	On-going





## 5. Bibliography

The documents and publications referred to within or used to develop this plan;

- Dawson, A. Benchmarks in Collections Care for Museums, Archives and Libraries 2.0. London: Collections Trust, 2011
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## 6. Internal Reference Documents

- RPM Collections Care and Conservation Policy, 2013
- RPM Collections Development Policy, 2013
- RPM Collections Documentation Policy, 2013
- RPM Collections Management & Documentation Procedure Manual, 2013
- RPM Disaster & Business Continuity Plan, 2013
- RPM Interim Forward Plan, 2017-20
- The Keep Collections Statement, 2013