



1:12 Exhibit Maintenance Tasks and Schedule

Exhibit Conservation Guidelines

Exhibit Title: _____

Exhibit Location: _____ **Dates:** _____

REQUIRED TASKS	FREQUENCY	DATES COMPLETED										NOTES
A. DISPLAY SPACE												
Inspection for physical defects												
Security review												
Object assessment												
Pest inspection												
Vacuum												
Dust												
Monitor temperature and relative humidity												
Review light levels												
Change filter in HVAC												
Annual HVAC maintenance												
B. OBJECTS ON OPEN DISPLAY												
Object assessment												
Clean objects												
Security assessment												
C. CASE EXTERIORS												
Inspection of exhibitry												
Clean cases												
D. CASE INTERIORS												
Inspection of case interior												
Cleaning case interior												
Inspection of mounts												
Change monitoring chart download data logger												
Recondition/renew silica gel												
Examine pollutant monitor												
Replace pollutant absorber												
E. OBJECTS												
Check location												
Rotation												
Substitution												
Cleaning												
Treatment												