1. **Policy:**

NASM Collections Artifact Cleaning Instructions

NASM MPP000001 Case Access SOP

2. **Purpose and Scope:**

The Smithsonian Institution (SI), National Air and Space Museum (NASM) located at 600 Independence Ave SW, Washington, DC 20560 has a requirement to establish clear artifact cleaning procedures and provide scheduled cleanings according to NASM conservation guidelines for each artifact on public display. This Standard Operating Procedure defines artifact cleaning guidelines, timeline for cleaning of each artifact on display and requirements for cleaning exhibit components related to themed galleries. These artifact cleaning guidelines and schedules are to be followed by NASM staff Volunteer / Docent cleaners and Contractors.

3. **Responsibilities:**

This SOP defines the roles and responsibilities of the Artifact Cleaning Staff, the Supervisor of the Artifact Cleaning Unit, Collections Staff, Volunteers and Docents as it applies to cleaning gallery spaces, artifacts and exhibit components.

The artifact cleaning staff, volunteers, and docents coordinate with the Collections Department for special cleaning assignments. They work independently on the day to day cleaning requirements, following a cleaning schedule for gallery spaces, case components, and artifacts (attachment 1: Artifact Cleaning Standards and Procedures) (attachment 2: NMB Gallery Cleaning Schedule). Cleaning staff are expected to operate one-person lifts, boom lifts, and scissors lifts to reach exhibit components, gallery spaces, artifacts, and exhibit cases. They are also responsible for accessing cases to clean the artifacts within them and the case components. (See #MPP000001 for the process for accessing and cleaning artifacts in cases.)

4. **Definitions:**

Standard Operating Procedure (SOP)
National Air and Space Museum (NASM)
Office of Protection Services (OPS)
Office of Facilities Management and Reliability (OFMR)
5. Procedures:

A. Assessment:

The Artifact Cleaning Unit Supervisor performs daily inspection walks of the National Mall building, inspecting artifacts, cases, and exhibit components. If a deficiency is found, the supervisor will inform the person responsible (Artifact Cleaning Staff) for remedying the deficiency by the next business day.

B. Artifact Cleaning:

NASM artifact cleaning staff, volunteers, and docents will follow the cleaning procedures explained in Attachment 1.

C. Case and Floor Cleaning:

1. All glass and acrylic must be cleaned according to the Gallery Cleaning Schedule (Attachment 2)
2. Glass must be cleaned using glass cleaner and a soft lint-free cloth.
3. Acrylic must be cleaned using Brulinze acrylic cleaner and a soft lint-free cloth.
4. All case interiors must be vacuumed using a HEPA vacuum so dust is not redistributed.
5. After an artifact is cleaned, the floor area below it must be vacuumed with a HEPA vacuum to pick up any redistributed dust.

D. Incident Reporting:

1. If an incident occurs (example: while dusting a fabric covered artifact, the fabric was torn) it must be reported to the Artifact Cleaning Unit Supervisor immediately.
2. After investigating, the supervisor will report the incident to the Collections Unit Supervisor, Collections Department Chair, and the responsible curator.

6. New Exhibition or Upgrade:

1. When a new exhibition is produced, or a new artifact or component is added to an exhibition, the Artifact Cleaning Unit Supervisor will assess the new exhibition or component with the Conservation Unit Supervisor or representative to add to the cleaning schedule.
2. They will add any special conditions related to the new artifacts and exhibitory to the cleaning procedure that may be required.

7. Training and Certificates

1. All employees, volunteers, and docents need to fully understand (through proper training) the importance of safety and health requirements that pertain to artifact and gallery cleaning and lift operations. Artifact cleaning staff, volunteers, and docents must be trained by the NASM Conservation Unit on how to properly clean various types of artifacts made up of many types of materials. Training must take place within the first 15 days of employment, and once a year, for one to two days or as needed, as new technologies or artifacts with specific needs arise. Hazardous materials information related to artifacts is shared during training.
2. All members of the Artifact Cleaning Unit must be certified on the proper procedures for lift operations and lift safety. All new employees must show proof of formal training and certification upon arrival or must obtain certification (or recertification) by taking the eight-hour course given by NASM’s certified trainer. Staff must be recertified every three years. Volunteers and docents will not use lifts. They must have ladder safety training before being approved to use ladders.

8. Safety:
   1. Artifact cleaning staff, volunteers, and docents must attend safety classes or watch safety videos offered by the Smithsonian’s Office of Safety, Health, and Environmental Management. Topics include asbestos awareness, back injury prevention, ladder safety, slips and falls, and proper lifting techniques. (See the current OSHEM class schedule located on Prism, for available classes and videos.)
   2. The Artifact Cleaning Unit Supervisor holds monthly safety meetings, during which a safety video of the month is shown.
   3. Cleaning should be done with no distractions—no cell phones or earphones are permitted while cleaning artifacts or operating lifts.

9. Tools, Supplies, and Equipment:
   1. The Artifact Cleaning Unit Supervisor orders tools and supplies from various vendors and provides them to the cleaning staff.
   2. The supervisor maintains the supply inventory and ensures that stock levels are always adequate.
   3. Tools and equipment are stored in designated areas on NASM’s second floor.
   4. Supplies and materials are stored in lockable storage cabinets located in designated areas of the Museum and in the storage cage located on the parking level.
   5. All lifts are stored on the loading dock level. They must be plugged in for charging at the end of each work day.

10. Attachments:
    NASM Collections Artifact Cleaning Instructions: Attachment 1
    NASM Artifact Cleaning Schedule: Attachment 2