



**West Somerset Railway Heritage Trust**

**Registered Charity No. 265564**



## Museum and Artifact Cleaning Process

**When Cleaning the Main Deck; Upper Deck; Lower Deck or Sleeping Car it is imperative that the General Instructions and Specialised Instructions below are followed. Also consult the WSRHT Collections Care Plan; Appendix F: Housekeeping Guidance Notes, and Appendix G: Support Notes on Conducting a Deep Clean.**

<b>If in Doubt:</b>	If in any doubt, or you feel training is necessary before a particular cleaning exercise is undertaken, consult with the Museum Curator or Senior Steward.
<b>Do:</b>	<ul style="list-style-type: none"> <li>• Take care with your own health and safety when working at high level on ladders. These methods require you to work at arm's length rather than using long reach tools.</li> <li>• Work in pairs when using ladders.</li> <li>• Take care using ladders and vacuum cleaners to avoid damage to finishes.</li> <li>• Remove all loose items to somewhere safe before starting and replace when finished.</li> <li>• Start cleaning at the top and work down.</li> <li>• Wash microfibre cloths frequently off site (but not with fabric conditioner).</li> <li>• Empty vacuum cleaner bags frequently, especially if the vacuum cleaner is going to be left for long periods unused anywhere in the museum. Bugs can breed and escape.</li> <li>• If washing is required use barely damp microfibre cloths or sponges, dry immediately with a dry microfibre cloth and keep the immediate area ventilated until it is dry.</li> <li>• If required, use the long-handled dusters supplied (Not feathers dusters) to clean cobwebs and such from high inaccessible areas.</li> <li>• Soften Renaissance wax with a couple of drops of white spirit if it becomes hard. Seal immediately and leave overnight. Avoid breathing in white spirit fumes... it's bad for you!!</li> <li>• Protect all equipment used (brushes, ladders, vacuum cleaners) with masking tape and/or polyethylene foam etc., to prevent damage to surfaces. Check and repair any damaged protection before using.</li> <li>• Note any damage or required maintenance you find during cleaning in the cleaning log. If items come loose and can be removed without further damage, place in a Ziplock bag with a note about where in came from. Note in the log where it is.</li> </ul>
<b>Do Not:</b>	<ul style="list-style-type: none"> <li>• Use brooms or feather dusters that create dust or spread particles around anywhere in the whole museum.</li> <li>• Use any cleaning material that generates static.</li> <li>• Wash anything with water unless absolutely necessary and then ensure adequate ventilation until dry.</li> <li>• Use any spray cleaners or any 'modern' polishes. These contain chemicals harmful to traditional finishes and they creep under surrounding areas and panelling.</li> </ul>

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## Museum Main Deck; Upper Deck; Lower Deck

	Area	Method	Tools and Materials
1.	Main Deck	Refer to the cleaning instructions above.	
2.	Upper Deck	Refer to the cleaning instructions above.	
3.	Lower Deck	Refer to the cleaning instructions above. Do not clean in and around the touch screen television unless the manufacturer's instructions have been consulted first.	

## WSRHT Sleeping Car No 9038

Note: The entire sleeping car is to be treated as an exhibit although it is an unusual one because visitors can go into it. Cleaning methods need to be appropriate to an artifact, but additional cleaning is required to ensure that dust, finger marks and anything else brought in by customers is cleaned more frequently.

	Area	Method	Tools and Materials
1.	When the museum is closed.	Leave external windows and internal doors open in the Sleeping Car when the museum is closed to get cross ventilation and ensure the carriage remains dry. (When tested it was close to being damp, enough to encourage mould and rot!).	
2.	Painted ceilings.	On flat areas attempt to use long handled dusters for cobwebs etc., only. Then use dry microfibre cloths first. If stubborn dirt exists use microfibre cloth slightly dampened with plain water and dry off immediately with dry microfibre cloth. Ensure no water gets under surrounding trim.	Long handled synthetic dusters, microfibre cloths, mini vacuum, cleaning brushes, microfibre sponges.
3.	Panelling, trim and window/ pictures frames.	On panelling trim and mouldings use appropriate size cleaning brushes supplied and mini vacuum cleaner together to brush dust and dirt into nozzle. On flat areas attempt to use dry microfibre cloths first. If stubborn dirt exists use microfibre cloth slightly dampened with plain water and dry off immediately with dry microfibre cloth. Ensure no water gets under surrounding trim. Avoid any polish if possible but if panels look matt or have bloom try Renaissance wax very sparingly and polish off immediately with a clean cloth. On panelling trim and mouldings use appropriate size cleaning brushes supplied and mini vacuum cleaner together to brush dust and dirt into nozzle.	Microfibre cloths, Mini vacuum, cleaning brushes, microfibre sponges, Renaissance wax.
4.	Internal windows, pictures and other glass and gas light bowls.	Try microfibre cloths slightly dampened with plain water and dry off immediately with a dry microfibre cloth. If stubborn marks remain use	Damp and dry microfibre cloths. Damp microfibre sponges. Window vacuum

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		slightly dampened microfibre sponge and dry off immediately with microfibre cloth. Only if absolutely necessary it is possible to use (e.g., Kärcher) window vacuum materials and equipment, ensuring that all liquid is vacuumed off the window immediately. In all cases ensure that no liquids get underneath the window frame	materials and equipment (e.g., a Kärcher vacuum).
5.	Basins, hinges, locks and any other metal items.	Generally, try to clean metal items with a dry microfibre cloth. If obvious areas need to be polished use Pre-lim paste; apply sparingly, wait a few minutes and then polish off with lint free/ microfibre cloth. Several applications may be necessary. Remove 'overspill' residue that does not come off with a dry cloth with slightly dampened microfibre cloths and small amount of non-ionic detergent. If all else fails, use a small amount of white spirit and a microfibre cloth. (Only use white spirit at the end of the day, with carriage windows open and leave them open overnight)	Damp and dry Microfibre cloths. Pre-lim metal polish.  (Note: There is a need to investigate 'non-ionic detergent' and white spirit. Also, non-ionic wet wipes.)
6.	Internal carriage floors.	Clean floors with a vacuum cleaner. Only, if necessary, use slightly damp mop and non-ionic detergent. Dry with dry cloth afterwards and leave windows open for ventilation until perfectly dry.	Use a vacuum cleaner suitably protected to stop damage to exhibits (e.g., a 'Henry' vacuum). Damp and dry cloths and mops supplied.
7.	Beds and cushions.	Remove loose items (e.g., mattresses, blankets, and sheets) from the museum. Shake gently to remove dust and check for any fish moths or other bugs. Remake the beds. On rare occasions, fixed cushions may be gently vacuumed with the mini vacuum.  (Note: There is a need to check about occasional washing of bedding. What do we do if we find fish moths or other bugs?)	Mini vacs.
8.	Leather.	Leather items should be wiped down with dry microfibre cloths. If they very occasionally need polishing use Renaissance wax sparingly and polish off with clean microfibre cloth.	Damp and dry microfibre cloths. Renaissance wax
9.	Suitcases and other artifacts.	Leather items: treat as leather. Fabric items: If they occasionally need cleaning, gently clean with soft brushes and mini vacuum making sure not to damage the pile of the fabric.	Soft brushes. Mini vacuum.
10.	External carriage windows.	These should be cleaned infrequently but some are customer facing and may need cleaning more often. Use Kärcher window vacuum, Kärcher applicators and chemicals. Make sure to vacuum all liquid off the window and thoroughly dry the frames immediately afterwards.	Kärcher window vacuum materials and equipment. Dry thoroughly prewashed mutton cloth.

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		Note: If any paint/window seal is broken so that liquid can enter behind the frame, do not use the above method, use the internal window cleaning method.	
11.	External carriage paintwork.	Do not clean unless necessary. Generally, just dust with microfibre cloths or long handled duster if required and plan to vacuum the rest of the museum thoroughly one day later. If more general washing is required wait until the carriage is outside of the museum when more liquid can be used. In this case, wash the carriage roof first. If weather permits, do not bring the carriage back into the museum until it is thoroughly dry. If it must be cleaned inside the museum use a minimum amount of liquid (bucket not hosepipe!). In any case, keep the museum well ventilated for a long time to thoroughly dry afterwards. If washing is necessary, modern car combined shampoo/ polish can be used sparingly using a soft long handled brush. In this case scaffolding and/ or moveable platforms will be required with at least two people assisting for health and safety reasons.	Long handled synthetic dusters. Motor car combined wax and polish e.g., Turtle 'Zipwax'. Long handled wet brush. Scaffolding or movable platform.
12.	External undercarriage.	Generally, do not clean, and only clean if carriage can be removed from the museum. Use a jet wash machine on low power with a car shampoo/ polish additive. This should only ever be done as part of cleaning the whole outside of the carriage. Allow to dry thoroughly outside before bringing back into the museum	Jet wash machine and Turtle 'Zipwax'
13.	External carriage roof.	Do not clean and only clean if carriage can be removed from the museum. Use a long handled soft wet brush with lots of water and a car shampoo/ polish additive. This should also only be done before the external paintwork and windows are cleaned as the residue from the roof will run down the sides of the carriage. Allow to dry thoroughly outside before bringing back into the museum	Motor car combined wax and polish e.g., Turtle 'Zipwax'. Long handled wet brush. Scaffolding or movable platform
14.	Ladders and vacuum cleaners.	Take care using ladders and vacuum cleaners in the carriage to avoid damage to finishes.	

Things to be obtained or checked: -

- Ziplock bags
- Microfibre sponges
- Kärcher window vac.
- Floor cleaning cloths/ mop
- White spirit
- Non-ionic detergent or non-ionic wet wipes?
- Mutton cloth rags thoroughly prewashed (for external carriage windows only)

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**DOCUMENT CONTROL**

<b>Version No</b>	<b>Date Approved</b>	<b>Revision</b>
0.1	November 2021	First Draft.
0.2	November 2022	Second Draft following Review. Draft out for scrutiny
0.3	January 2023	With WSRHT Trustees for Approval. Next Revision January 2026.

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