### INITIAL ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Inventory Number</th>
<th>Clock Type</th>
<th>Signature</th>
<th>Maker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Manufacture</td>
<td>Serial Number</td>
<td>Origin</td>
<td>Clock Case Dimensions</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>Frame or Plate Number</td>
<td></td>
<td></td>
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<tr>
<td>Movement</td>
<td>Strike/Chime</td>
<td>Pendulum</td>
<td>Weights</td>
</tr>
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<tr>
<td>Moon Dial: Yes No</td>
<td>Calendar: Yes No</td>
<td>Pendulum Lock: Yes No</td>
<td>Hands</td>
</tr>
<tr>
<td>Winding Key: Yes No</td>
<td>Crank Key: Yes No</td>
<td></td>
<td>Dial</td>
</tr>
<tr>
<td>Case Key: Yes No</td>
<td></td>
<td></td>
<td>Dial Dimensions</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Additional Markings: Labels, notes</td>
<td>Complications: Alarms, musical additions, etc.</td>
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<td></td>
</tr>
</tbody>
</table>

**List of Materials:** Wood Brass Steel Zinc Lead Aluminum Iron Tin Pewter Gold Silver Glass Crystal Ceramic Porcelain Marble Granite Stone Paper Paint Ink Papier Mache Silk Mercury (Hazardous) Other:

**Pictures:**

**Use letter codes for quick reference:**
- (C)ase
- (M)ovement
- (T)ime
- (ST)rike
- (STS)rike
- (CH)ime
- (CHS)ime
- Silent
- (AL)arm
- (BR)oken
- (CO)rosion
- (CR)racks/splits
- (D)amage
- (DI)scolored
- (FL)aking
- (LD)amge
- (L)osses
- (M)old
- (W)eak

**Case Condition:** Describe condition, note decorative elements, damage, structural weakness, losses, surface markings, not original

**Movement Condition:** Describe condition noting what works, does not work, corrosion, broken, bushings, oil, missing, not original

**Other Comments:**

Assessment Performed By:  
Date:  
Phone:  
Email:

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*Developed by Gorton Clocks for the Connecting to Collections Care Webinar, January 2020. Permission granted to use and disseminate as needed.  
[https://www.connectingtocollections.org/care-for-clocks/*]