

Record of Monitoring And Plan of Care: Clocks

Inventory Number	Clock Type	Location	Record Period Start Date: End Date:
Brief Description of Object:			
Special Care Instructions from Conservator: Describe environmental, cleaning, inspecting, moving, etc.			
Winding Instructions: Describe how to stabilize the case, what to listen for, how high weights should go, which way to turn hands			
Winding Frequency: None Daily Weekly Monthly Annually Other:	Wind these Trains: Time: Clkws Counter CW Strike: Clkws Counter CW Chime: Clkws Counter CW	Key/Crank Location: Case: Winding:	Silence These: Strike Chime Alarm
Include picture/sketch below to clarify Care Instructions for winding, cleaning, inspecting, etc. Use letter codes as needed. (C)ase (M)ovement (T)ime (ST)rike (STS)rike Silent (CH)ime (CHS)ime Silent (AL)arm (BR)oken (CO)rrosion (CR)acks/splits (D)amage (DI)iscolored (FL)aking (LD)ight Damage (L)osses (M)old (W)eak			
Dial	Case	Weights	Movement
Winding Record: Initial/date. Wind if necessary. Inspect. Notify conservator of new damage, unusual sounds, malfunction, etc.			
Care Record: Indicate (DU)sted, (WA)xed. (IN)spected, Initial/date. Notify conservator of new damage, unusual sounds, etc.			
Notes:			
Plan Developed By:		Date:	Phone: Email: