# Record of Monitoring And Plan of Care: Clocks

<table>
<thead>
<tr>
<th>Inventory Number</th>
<th>Clock Type</th>
<th>Location</th>
<th>Record Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>End Date:</td>
</tr>
</tbody>
</table>

## 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:
- Daily
- Weekly
- Monthly
- Annually
- Other:

<table>
<thead>
<tr>
<th>Wind these Trains:</th>
<th>Key/Crank Location:</th>
<th>Silence These:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time: Clkws</td>
<td>Case:</td>
<td>Strike</td>
</tr>
<tr>
<td>Strike: Clkws</td>
<td>Winding:</td>
<td>Chime</td>
</tr>
<tr>
<td>Chime: Clkws</td>
<td></td>
<td>Alarm</td>
</tr>
</tbody>
</table>

## 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
- (AL)arm
- (BR)oken
- (CO)rosion
- (CR)acks/splits
- (D)amage
- (D)iscolored
- (FL)aking
- (LD)amage
- (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:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
</table>

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