

WING LUKE MUSEUM: A COLLECTIONS MAINTENANCE PLAN AND HOUSEKEEPING SCHEDULE IN HISTORIC SPACES



WING LUKE MUSEUM

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Sincere appreciation to:
The Wing Luke Museum, Dr. Lane Eagles, Hollye Keister, and Steffi Morrison

FRAMING

The Wing Luke Museum lacks a collections maintenance plan for its historic immersion spaces which consist of the Yick Fung Storefront, Apartment 6, Family Association Hall and Hotel. These are spaces that are culturally and historically significant, preserving and/or recreating their historic appearances from specific points in the historic structure's past. We found it necessary to develop a document that ensures the preservation of these spaces.

PURPOSE & IMPACT

This will provide the collections department with a general plan and guidelines for each spaces specific needs and materials. With a standardized maintenance guide that has preventative and corrective measures, it will allow museums to further care for these historical spaces and provide access to them to the public.

PROCESS

- Research of Best Practices
- Conservation Assessment Report
- Inventory and Survey of Spaces
- Creating A Deliverable Structure
- First Draft Completion
- Revision and Second Draft Completion
- Final Deliverable

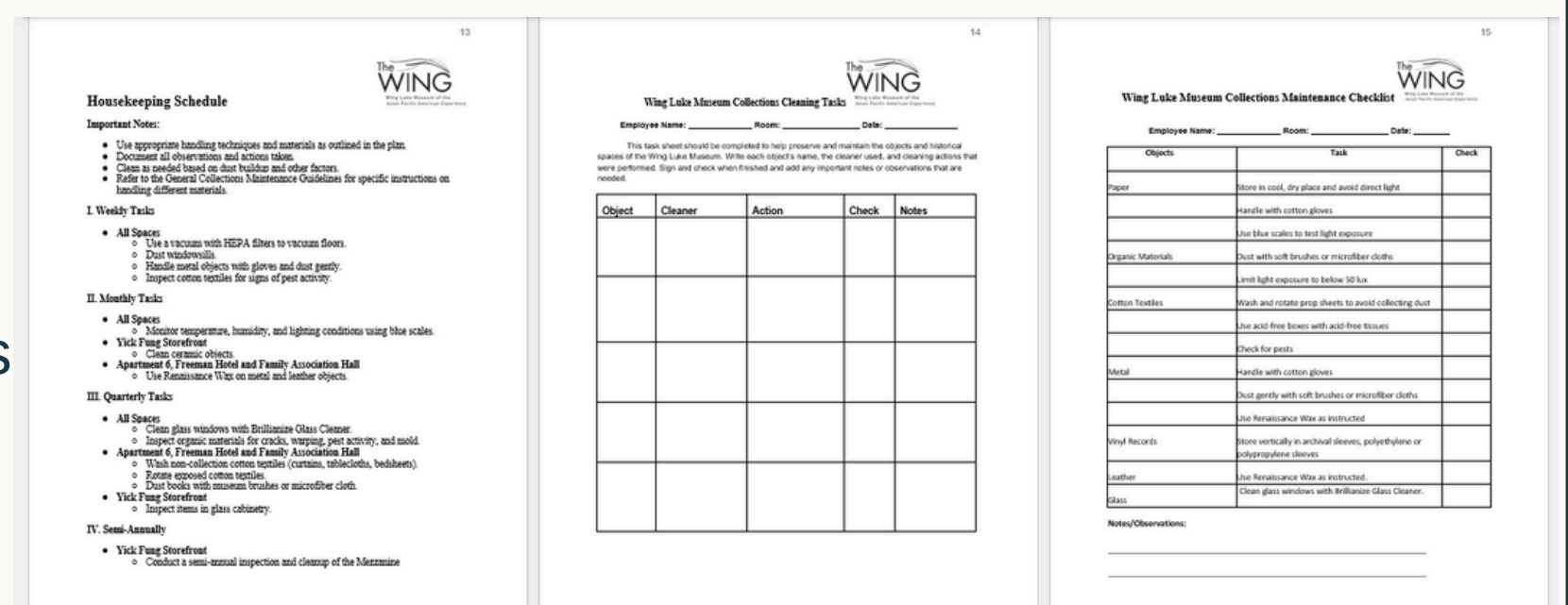
NEXT STEPS

The next steps after creating this document is implementation. Since the spaces have not had any cleanings done, all checklists should be completed, and any supplies that are needed to complete these tasks should be ordered. Additionally all staff members involved in these spaces should become aware of these procedures.

DELIVERABLE

A collections maintenance plan and housekeeping schedule was created for the historic immersion spaces.

Within this document, there is in depth details for maintaining specific materials and rooms. The housekeeping schedule and task sheets involve weekly, monthly, quarterly, and semi-annually responsibilities.



REFERENCES

- Foundation of the American Institute for Conservation (FAIC). Handling and Maintenance of Historic House Collections. Accessed April 28, 2025.
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