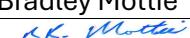
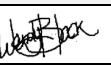
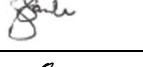
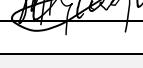


Collections & Digitisation and Research & Exhibitions Department

APPROVAL ROUTE FORM

Action required	Yes		No		Action required	Yes		No	
Record Keeping	X				Read & File				
Signature	X				Read & Forward	X			
Recommendation	X				Necessary Action				
For Investigation					As requested,				
Agreed Submission Date					Deviation				
Forward to Project Manager	X				Information				
Approval	X								

SUBJECT:	Iziko Bertram House Museum Decanting Plan (Deinstallation, Packing, Transportation and Moving of Collection)		
DEPARTMENT:	Collections & Digitisation		
UNIT	Conservation		
DRAFTED BY:	Bradley Mottie		Janene Van Wyk
SIGNATURE			
CONTACT NO:	021 467 7202		021 467 7210
E-MAIL:	bmottie32@iziko.org.za and jvanwyk@iziko.org.za		
DATE:	26 January 2025		

NAME	RANK	DEPARTMENT	DATE IN	DATE OUT	SIGNATURE
Dr Wendy Black	Director	Customer Services Management	27 January 2025	24-11-2025	
Mr Hylton Arnolds	Director	Education & Public Programs,	27 January 2025	25 November 2025	
Dr Noel Solani	Director	Collection & Digitisation	27 January 2025	25 November 2025	
Dr Wayne Florence	Director	Research & Exhibitions	27 January 2025		
Andre Arendse	Site Manager	Customer Services Management	27 January 2025	12/03/2025	
Tessa Davids	Chief Collections Manager	Collection & Digitisation	27 January 2025	09.03.2025	
Esther Esmayol	Curator: Social History Collection	Research & Exhibitions	27 January 2025	11.03.2025	
Sameer Sirkhoth	Art Collections Manager	Collection & Digitisation	27 January 2025	11.03.2025	
Thando Ngcangisa	Assistant Collections Manager	Collection & Digitisation	27 January 2025	07/03/2025	

Name	Comments
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26 January 2025

Iziko Bertram House Museum: Decanting Plan (Deinstallation, Packing and Moving of Collection)

Compiled by the Collections & Digitisation Department: Bradley Mottie & Janene Van Wyk

Attention : A. Chetsanga, M. Puta, X. Ncoyo, G. Ramaphuma , B Zimba , T. Nhleko, Z. Mgolombana, T. Sookraj, A. Fitoli, F. Johadien, W Florence, A. Arense, E. Esmayol, B Mottie, J. Van Wyk, T. Davids, J. Wilson-Harris, N. Vehley and R. Van Schalkwyk.

1. Background

This museum decanting plan involves the careful and organized process of removing, packing, storing, or relocating items, including furniture, artworks, ceramics, artefacts, books, and exhibition/display materials. Below is a proposed outline of how the decanting of the various categories of museum artefact will systematically be decanted.

Following an onsite meeting held on the 13 January 2025, it was concluded that all information and communication should be forwarded to the Iziko Museums of South Africa, Project Lead Department represented by Fahrnaaz Johadien and Andre Arendse, Esther Esmayol (Curator) for the Research and Exhibition Department, and Bradley Mottie (Conservator) representing the Collections and Digitisation Department.

2. Phase 1, Preparation Phase (Meeting and Drafting of a Decanting Plan)

Fahrnaaz Johadien, Andre Arendse, and Wayne Florence to provide the notification closure date of the museum. The Collection and Digitisation Department, Conservation Unit (Bradley Mottie & Janene Van Wyk) will be undertaking an assessment detailing the condition of artefacts as well as compile an inventory of the artefacts as displayed in every room/locality.

- Included in document is a completed inventory of all objects to be decanted, categorizing them by type (e.g., Furniture, Ceramics, Artworks, Books& Archives, Small Mixed Artefacts, Textile& Carpets, Musical Instruments Collection (Piano), Exhibition Material and Electrical/Light Fitting (Chandeliers).
- This document further details the requirements for a timeous and successful decanting process.
- Iziko Museum Conservators will be present to oversee and guide the handling and movement process, including an External Service Provider to be appointed for the movement (a team of workers) for this collection, which largely composed of Furniture artefacts.

2.1 The following artifacts will be moved by the externally appointed service provider.

- 2.1.1 Furniture
- 2.1.2 Textile & Carpets
- 2.1.3 Musical Instruments Collection (Piano)
- 2.1.4 Exhibition Material
- 2.1.5 Electrical/Light Fittings (Chandeliers)

2.2 The following artifacts will be moved by Iziko Museums of South Africa Staff.

- 2.2.1 Ceramic & Glass Collections
- 2.2.2 Art/ Paintings Collections
- 2.2.3 Small fragile artifacts
- 2.2.4 Books and Archive Collections

2.3 Estimated time frame for the moving of the different artifacts.

Frame: (3) Weeks

Processes:

- Iziko Conservators – Assessment/ Condition Report and Packing
- Iziko Curator and Conservator- Packing and Listing of Ceramic and Glass artifacts.
- Iziko Collections Management – Documenting and Listing

2.4 The roles and responsibilities per artifacts that will be moved and transporting.

- Iziko Conservators – **Bradley Mottie, Janene Van Wyk**, Assessment/ Condition Report and Packing
- Iziko Curator and Collections Management- **Esther Esmyol & Thando Ngcangisa** Packing and Documentation/Listing of Ceramic and Glass artifacts
- Iziko Collections Management – **Tessa Davids, Sameer Sirkhoth, Ntombovuyo Tywakadi**, Documenting Movement and Listing of entire collection.

2.5 The interim Storage Facility location of the various artifacts

- **Iziko Storage Facility**
 - Ceramic, Glass Collections
 - Art/ Paintings Collection
 - Small fragile artifacts
 - Books and Archives Collections

Iziko Bertram House Museum Annex – Interim Storage

- Furniture
- Textile & Carpets
- Musical Instruments Collection (Piano)
- Exhibition Material
- Electrical/Light Fitting (Chandeliers)

3. Phase 2, Annex Maintenance and Upgrade Intervention

The Betram House Museum currently has two (2) floors, namely, a **Ground Floor** and a **1st Floor** that is assessable via an interior staircase as well as an adjoining building known as the **Annex Building**. Given its current state, the maintenance intervention and upgrade of the Annex Building needs to be addressed before this movement of artefacts can be initiated. Both above-named buildings are scheduled to undergo a maintenance intervention and upgrade and taking cognizance of the state of both these building. It was concluded that the Annex Building Maintenance and Upgrade intervention will commence and be concluded as the **Second Phase of the Project**, to safely house the Large Furniture artefacts that will be moved out of the Bertram House Museum.

4. Phase 3

Following the completion of intervention undertaken on the Annex Building, all the furniture artefacts will be moved and stored in the building. Currently the building has a few problems and maintenance issues that. Needs to be address.

Conservators will be present to oversee and guide the handling and movement process, including An External Service Provider to be appointed for the movement (a team of workers) for this collection (mainly Furniture Collection).

Phase 4.1

Ceramic Collection

This collection will be packed up by the Iziko Museums of South Africa staff (Research & Exhibitions and Collections & Digitisation Departments).

Transport

Appointed Service Provider to provide **transportation vehicle (5 Ton Truck)** including manpower for up loading and offloading, from Iziko Bertram House Museum to the **Iziko Social History Centre**, Plein Street, Cape CBD).

Phase 4.2

Art Collection

This collection will be packed up by the Iziko Museums of South Africa staff (Collections & Digitisation Department).

Transport

Service Provider to provide transportation (**5 Ton truck with closed load box**) including manpower for up loading and offloading from **Iziko Bertram House Museum** to the **Iziko Social History Centre**, Plein Street, Cape CBD).

Phase 4.3

Books and Archives Collection

This collection will be packed up and by the Iziko Museums of South Africa staff (Collections & Digitisation Department).

- **Condition Assessment:** The C & D Department will check the condition of books before decanting to determine if any conservation work is needed. If any intervention is required it will be undertaken by the C & D Department, Conservation Unit (**B Mottie & J Van Wyk**).
- **Packing:** Packing Material to be provided by the Appointed Service Provider. All books should be packed in custom-sized boxes to prevent any bending or pressure on the spines whilst ensure the boxes are lined with acid-free materials and sealed securely.
- **Storage:** Books are to be moved and stored in the Annex Building at the Iziko Bertram House Site.
- **Packing Material:** Boxes, Box Tape and Writing Pens to be supplied by the Appointed Service Provider.
- **Transport**
Appointed Service Provider to provide manpower to move these artefacts to the Annex at the Iziko Bertram House Museum.

Phase 4.4

Musical Instruments Collection (Piano)

This artefact will be skeleton crated/packed-and moved the appointed Service Provider.

Packing Material: Special Box (Skeleton Crate), Box Tape, Writing Pens/Tissue Paper Roll

Transport: Appointed Service Provider to provide manpower to move the artefacts to the Annex Building at the Iziko Bertram House Museum.

Phase 4.5 Electrical/Light Fitting (Chandeliers)

Appointed Electrician to disconnect the said artefacts, which must be skeleton crated/packed-and Moved by the appointed Service Provider.

The **Appointed Service Provider** must provide transportation (**the above requested 5 Ton truck with a closed load box**) including manpower and uploading and offloading from **Iziko Bertram House Museum** to the **Iziko Social History Centre**, 17 Church Square, Cape Town (CBD).

Packing: Packing Material, Special Boxes (Skeleton-see image below), Box Tape, Writing Pens and Tissue Paper Roll to be supplied by the Appointed Service Provider.



Transport: The Appointed Service Provider to provide manpower and transportation of the artefacts to the Iziko Social History Centre, including manpower for uploading and offloading.

Phase 4.6 Exhibition Material & Display Case (X2 Large wooden boxed Printed Panels on Castors, Display case with glass top wooden base). These artefacts will be packed up and moved the appointed Service Provider to the Annex, under the supervision of the Research & Exhibitions Department, Iziko Exhibitions and Design Team

Transport: The appointed Service Provider to provide manpower to move/transport the objects to the Annex Facility at the Iziko Bertram House Museum.

Phase 4.7 Textiles, Curtains, Carpets

These collections will be packed up by the Iziko Museums of South Africa staff (Collections & Digitisation Department) and moved by the appointed Service Provider to the Annex Building.

Packing: **Packing Material** to be supplied by the Appointed Service Provider (Boxes, Box Tape, Writing Pens).

Transportation: To be moved by the appointed Service Provider to the Annex Building

Phase 4.8 Furniture Collection

These collections will be packed up and moved by the **Appointed Service Provider** under the supervision of the Iziko Museums of South Africa staff, Conservation (Collections & Digitisation Department, **Bradley Mottie & Janene Van Wyk**) and moved by the appointed Service Provider to the Annex Building.

5.

Timelines:

Estimated timeline for each phase of decanting, to ensure that there is no overlap between sensitive collections (e.g., artworks or ceramics) and larger items (e.g., furniture).

5.1 Closure of Museum: Fahrnaaz Johadien, Director Customer Services Management Support Services

5.2 Pack up Ceramic Collection (Estimated Timeframe : 3 weeks required)

5.2.1 Handling:

Handle ceramics and fragile artefacts with extreme care, using padded gloves and specialized tools if necessary.

5.2.2 Packaging:

Every artefact should be individually wrapped in acid-free tissue, foam, or bubble wrap, with cushioning placed in a custom-sized boxes.

5.2.3 Storage:

Store ceramic items upright and ensure they are secured within their crates to avoid shifting. Artefacts should be stored based on material type (e.g., metals, textiles) and condition.

5.3 Pack up Artwork Collection (Estimated Timeframe : 2 weeks required)

5.3.1 Packing Materials: Gather necessary packing materials (acid-free tissue paper, bubble wrap, foam, wooden crates, etc.).

5.3.2 Staff & Service Provider Training: Ensure Staff and Service Provider are familiar with the decanting process, object handling procedures, and safety protocols.

5.3.3 Packing Techniques: Use corrugated flat boards for large paintings. For smaller artworks or fragile pieces, wrap them in archival tissue and bubble wrap before placing them into boxes.

5.3.4 Handling and Transport: Use padded trolleys and transport vehicles to minimize vibrations and potential risks during movement.

5.4 Pack up Books and Archival Material (Estimated Timeframe : 2 weeks required)

5.5 Exhibition Material

Ensure display cases are disassembled carefully if necessary.

5.6 Textiles, Curtains, Carpets (Estimated Timeframe : 1 week required)

5.7 Furniture Collection (To be determined by the Appointed Service Provider-Moving Company)

5.7.1 Disassembly and Protection: Carefully disassemble large furniture items to ensure safe transport, under supervision and guidance of the Iziko Conservation unit.

5.7.2 Wrap all parts (legs, arms, decorative elements) in acid-free tissue and protective coverings.

5.7.3 Labelling: Clearly label each piece for reassembly, ensuring all components are packed together.

5.7.4 Storage: Store disassembled items in secure, storage area (Annex Building) until the museum reopens or new display arrangements are made.

5.7.5 Pack all other small artefacts

5.7.6 Transport and Reinstallation

5.7.6.1 **Transportation:**

- Specialized transport for fragile or high-value items (artworks, ceramics, books) using museum-grade 5 tonne vehicle with closed load box.

5.7.6.2 **Staff and Visitor Safety:**

- Ensure safety procedures are followed during the entire decanting and reinstallation process, especially when dealing with large or heavy items
- Ensure all objects are secured during transit to avoid any movement or jostling.
- Begin reinstallation of objects, paying attention to security measures, environmental factors, and proper alignment for display.

5.7.6.3 **Final Checks**

- **Condition Reports:** Conduct a final condition report for each object upon reinstallation to identify any potential damage.

Transportation:

- **Staff and Visitor Safety:**
- Ensure safety procedures are followed during the entire decanting and reinstallation process, especially when dealing with large or heavy items.
- **Documentation:**
- Update inventory and documentation records with new locations and conditions of the objects.

6. By following these detailed steps above, the decanting process will be thorough, organized, and efficient, ensuring the preservation and safety of the Iziko Museums of South Africa's collections while allowing for the successful reinstallation and exhibition. The following list details the various collections, materials and transportation required during the decanting process of Iziko Bertram House Museum.

6.1 Furniture Collection

6.2 Ceramics and Glass Collection

6.3 Fragile and Small Artefacts

6.4 Books and Paper based Artefacts

6.5 Textile Artefacts: Carpets, Rugs and Curtains

6.6 Artworks & Photographs

6.7 Longcase Clock

6.8 Lighting and Light Fittings See specifications in Report

6.9 Musical Instruments

6.10. ICT Equipment

6.1 Artefact Classification: Furniture Collection Listing

Note: All these artefacts are to be moved by the **Appointed Service Provider** and temporarily stored in the **Annex Building** adjacent to the Iziko Bertram House Museum.

The Appointed Service Provider must provide:

Bleached Calico Textile /Material to be used as dust covers for furniture whilst in storage.

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 20 x 46cm x 31cm x 31cm

Box Size required = 20 x 80cm x 38cm x 35cm

No. of Boxes required = 0
No. of Flat Sheets required = 0
No. of Rolls of Tissue Paper (metres required) = 0m
No. of Rolls of Box Tape = 0
No. of Rolls of Calico/metres required = 80 meters

No	Item ID	Item Name	Description	Measurements	Quantity	Location
1	2867a and 6019	Chair/settee	Settee and four chairs, two large and two small. Hepplewhite style. husks and a shell-motif painted at base of back.	(a) 99 x 116,5 x 60cm (b,c) 99 x 55,7 x 47,2cm (d,e) 94,5 x 54,5 x 45,3cm	1	Sitting Room
2	2867b	Chair/settee	Settee and four chairs, two large and two small. Hepplewhite style. Painted wood with cane. Chairs, shield back consisting of five vertical bars from the seat rail on two short supports.	(a) 99 x 116,5 x 60cm (b,c) 99 x 55,7 x 47,2cm (d,e) 94,5 x 54,5 x 45,3cm	1	Sitting Room
3	2867c	Chair/settee	Settee and four chairs, two large and two small. Hepplewhite style. Painted wood with cane. Chairs, shield back consisting of five vertical bars from the seat rail on two short supports.	(a) 99 x 116,5 x 60cm (b,c) 99 x 55,7 x 47,2cm (d,e) 94,5 x 54,5 x 45,3cm	1	Sitting Room
4	2867d	Chair/settee	Settee and four chairs, two large and two small. Hepplewhite style. Painted wood with cane. extends round into the arms.	(a) 99 x 116,5 x 60cm (b,c) 99 x 55,7 x 47,2cm (d,e) 94,5 x 54,5 x 45,3cm	1	Sitting Room
5	B72/934	Table	Gate leg Table, solid wood, Teak, two drawers with brass fittings.		1	Sitting Room
6	B77/1	Chair	Very light, balloon-backed wooden chair with cane seat.	84,5 x 39,5 x 38cm	1	Bedroom
7	B77/160	Chest of drawers/ dressing table	Mahogany kneehole desk/ dressing table. Straight fronted. Below the top is a brushing slide and then one long drawer. Beneath this are two pedestals containing three short drawers each, which stand on double bracket feet and flank a central kneehole.	79 x 81,5 x 49cm	1	Bedroom
8	B77/161a	Chair	1 of a Set of 4 mahogany chairs, Sheraton style. Square-shaped back: straight reeded uprights most a broad, slightly curved upper rail with moulding round the edges.	83,5 x 52 x 47cm	1	Dining Room
9	B77/161b	Chair	1 of a Set of 4 mahogany chairs, Sheraton style. Square-shaped back: straight reeded uprights most a broad, slightly curved upper rail with moulding round the edges.	83,5 x 52 x 47cm	1	Dining Room
10	B77/161c	Chair	1 of a Set of 4 mahogany chairs, Sheraton style. Square-shaped back: straight reeded uprights most a broad, slightly curved upper rail with moulding round the edges.	83,5 x 52 x 47cm	1	Dining Room
11	B77/161d	Chair	1 of a Set of 4 mahogany chairs, Sheraton style. Square-shaped back: straight reeded uprights most a broad, slightly curved upper rail with moulding round the edges.	83,5 x 52 x 47cm	1	Dining Room
12	B77/162a	Chair	1 of a Set of 4 mahogany chairs, Sheraton style. Square-shaped back: straight reeded	83,5 x 52 x 47cm	1	Drawing Room / Music Room

			uprights most a broad, slightly curved upper rail with moulding round the edges.			
13	B77/162b	Chair	1 of a Set of 4 mahogany chairs, Sheraton style. Square-shaped back: straight reeded uprights most a broad, slightly curved upper rail with moulding round the edges.	83,5 x 52 x 47cm	1	Drawing Room / Music Room
14	B77/163	Chair	Mahogany side chair. Rectangular shaped back consisting of cylindrical uprights which taper towards the top rail.	97,5 x 56 x 44,5cm	1	Study
15	B77/164 and Temp/2023 /BH79	Table	Round wooden table, single post, three legs.		1	Bedroom / Temporary Holding Room
16	B77/165	Table	Side table, mahogany, with triangular folding flap. The open top is supported by a back leg which swing outwards. Stands on four round tapering legs, terminating in pad feet. Triangular wood table, folds out into a square.	71 x 46,5 x 46,5cm	1	Bedroom / Temporary Holding Room
17	B77/17	Chair	Carved oak with cane seat, turned legs and barley-twist stretchers. The back has a barley-twist column at either side topped by a finial.	100,5 x 46 x 42cm	1	Study
18	B77/170	Chest of drawers	Walnut veneered chest of drawers. 2 half drawers on top of 3 long drawers.	82,5 x 89 x 5cm	1	Bedroom / Temporary Holding Room
19	B77/171	trolley	Mahogany Walnut. Two-tiered with tray top. Drawer underneath. Wooden drawer knobs, the right hand one is smaller than the left and has a different design.	66 x 46 x 35,5cm	1	Bedroom / Temporary Holding Room
20	B77/175	Stand	Night commode, mahogany, with tray top (on which is a sheet of glass) with holes on either side for lifting. Consists of a cupboard enclosed within double doors with ebony stringing. Brass handle. Beneath the cupboard is a drawer with shaped lower edge. mahogany, brass mounts. Brass fire-place stand. U-Shaped	76,5 x 51 x 45,5cm	1	Drawing Room / Music Room
21	B77/177	Stool	Small, square-shaped stool, standing on four cabriole legs which terminate in pad feet. The woodwork is devoid of any decoration. The stool has a drop-in seat which is upholstered in brown velvet. Upholstered stool, Brown velvet.	39 x 41 x 41cm	1	Bedroom
22	B77/178	Commode	Night Commode, mahogany, with tray top (on which is a sheet of glass) with holes on either side of lifting. Consists of cupboard enclosed within double doors with ebony stringing. Brass handle. Beneath the cupboard is a drawer with shaped lower edge. brass loop handle. stands on four square-shaped legs. Dark wood commode, with glass top, brass handles.	76,5 x 51 x 45,5cm	1	Bedroom
23	B77/180	Table	Oval Pembroke table, mahogany, Sheraton style. Extending top. The two flaps are supported on hinged wooden brackets.	73 x 98,5 x 77cm	1	Drawing Room / Music Room
24	B77/183	Table	Small wooden table with three feet. Small wooden table/ card table. Table, mahogany. Square top. Turned column on a tripod base.	74,2 x 43 x 34cm	1	Drawing Room / Music Room
25	B77/185	Chair	Mahogany elbow chair in Chippendale's gothic style. Openwork wooden back: the uprights	96 x 65 x 47cm	1	Study

			turn out slightly to meet the top rail which is shaped like a 'cupids bow!'			
26	B77/186	Chair	Mahogany side-chair in Chippendale's gothic style. Openwork wooden back: the uprights turn out slightly to meet the top rail which is shaped like a "cupid's bow". Openwork back splat consisting of pointed shapes, and interlaced c-scrolls carved with scroll and flower motifs in the upper half. drop-in seat upholstered in gold-coloured leather. the seat rails are straight. the chair stands on 4 square legs, the front two straight, the back two curving slightly outwards, all linked with stretchers. Decorative carved back with leather seat. Seat is badly damaged with large sections of loss.	94 x 52,5 x 43cm	1	Study
27	B77/187	Dressing table	Walnut dressing Table. Top surface framed with cross and feather banding. One long drawer with 2 smaller drawers beneath, apron piece (ie. The shaped piece joining the legs beneath the lower drawers), cabriole legs terminating in pad feet. Small wood dressing table. Three drawers, two small, one long. Warping. Brass handles.	82,5 x 89 x 51cm	1	Bedroom / Temporary Holding Room
28	B77/188	Wing Stand	Wing stand. Mahogany. Stand has swivel drawer with knob handle. On hexagonal column with tripod base. mahogany. Light wood Wing stand, single drawer, three feet.	Diameter: 34,5cm H: 98cm	1	Dressing Room
29	B77/191a	Tables	Card tables- One (1) of a pair, mahogany. Fold-over top, framed with an inlaid band in a lighter wood with cross banding at the edge.	72 x 92 x 91cm	1	Drawing Room / Music Room
30	B77/191b	Tables	Card tables- One (1) of a pair, mahogany. Fold-over top, framed with an inlaid band in a lighter wood with cross banding at the edge.	72 x 92 x 91cm	1	Drawing Room / Music Room
31	B77/192	Chair	Walnut chair. Spoon back, very slightly curved uprights join top rail with moulded corners;	103 x 54 x 46,5cm	1	Sitting Room
32	B77/193 (Base)	Bureau	Walnut veneered bureau-bookcase. Consists of bureau (lower part) and bookcase (upper part).	238,5 x 95 x 63,5cm	1	Sitting Room
33	B77/195	Table	Miniature drop - side table, mahogany.	72,5 x 79 x 31cm	1	Bedroom
34	B77/196	Table/Games Table	Mahogany games table with circular folding top.	H: 76cm x Diameter: 60cm	1	Study
35	B77/198	Table	Drop-side table, mahogany. Square shaped top.	72 x 104 x 99cm	1	Dining Room
36	B77/199	Writing desk/book stand	Fall -flap bureau, amboyna veneer. Consists of two short drawers above two long drawers, stands on bracket feet.	105 x 112 x 56cm	1	Sitting Room
37	B77/2	Writing desk	Very light, balloon-backed wooden chair with cane seat.	84,5 x 39,5 x 38cm	1	Bedroom
38	B77/203	Table	Table, oak. Oval shaped top. Stands on four turned legs which spray outwards slightly. All the legs are linked by straight stretchers, oak. And oval top. Four legs. Small wooden.	63 x 68 x 51cm	1	Bedroom
39	B77/204	Chest of draws	Mahogany chest of drawers. Consists of two half drawers on top of three long drawers.	86 x 85 x 43cm	1	Bedroom
40	B77/205	Chair	Upholstered chair with arm rest. Drawer		1	Sitting Room
41	B77/206a	Chair	Dark wood chair, beige faded upholstery, gold trim detaching.		1	Bedroom
42	B77/206b	Chair	Mahogany chairs, a pair, Sheraton style.		1	Bedroom

43	B77/207	Chair	Spinnet chair. Mahogany. Back consists of two square-shaped uprights which taper to meet a slightly curved upper rail.	88,4 x 36 x 28cm	1	Drawing Room / Music Room
44	B77/210	Chest of drawers	Chest of drawers, mahogany. Consists of a brushing slide with three drawers beneath it.	87,5 x 92 x 47,5cm	1	Dressing room
45	B77/212	Chest of drawers	Bow fronted chest of drawers, mahogany.	104 x 103,5 x 53,5cm	1	Bedroom / Temporary Holding Room
46	B77/213	Writing desk/book stand	Architect's table, mahogany. Lift up top can be adjusted to various lengths.	75,5 x 62,5 x 49,5cm	1	Study
47	B77/214	Table	Gate leg table, oak wood. Oval flap out table, turned legs and stretchers oak.	73 x 119 x 107cm	1	Kitchen
48	B77/216	Chest of drawers	Chest of drawers, mahogany. Stands on bracket feet.	97 x 79 x 48cm	1	Bedroom / Temporary Holding Room
49	B77/218	Table	Mahogany Table, central post with four feet on brass casters.		1	Dining Room
50	B77/219	Table	Pembroke table, mahogany. Rectangular shape. Rectangular shaped legs.	70,5 x 95,5 x 71,5cm	1	Study
51	B77/221	Chair	Chair. With Spindle back, solid seat, cabriole legs and pad feet.	24,2 x 17,2 x 2,5cm	1	Kitchen
52	B77/225	Wooden chest	Knife box, mahogany. Sheraton style. Serpentine front, deep lid slopes downwards towards the front.	39,3 x 23,5 x 30 cm	1	Dining Room
53	B77/362	Bucket	Coal bucket. Copper. Stands on round foot.	H: 32cm x Diameter: 18,5cm	1	Drawing Room / Music Room
54	B77/385	Stand	Adjustable fires screen. On brass and carved wood pedestal.	131 x 46cm	1	Drawing Room / Music Room
55	B79/25	Chest	Small wooden chest. Workbox. Rectangular shaped with rounded corners on lid.	14 x 29,8 x 32,3cm	1	Study
56	B80/12	Glass display cabinet	Two glass doors with blue velvet interior, two piece/ Pedestal and top, on stand with cabriole legs and pad feet. Walnut. Queen Anne.	105 x 185 x 67cm	1	Dining Room
57	B81/26	Table	Gate leg table. (In this classification, mahogany.	70 x 70,5 x 82,8cm	1	Bedroom / Temporary Holding Room
58	B81/27a,b	Bench	Turquoise Bench. Benches - a pair, green painted wood. Back consists of 3x-shaped splats, the centre x much wider than the other two.	91 x 127 x 34,8cm	1	Bedroom / Temporary Holding Room
59	B83/28a	Chair	Mahogany wood chair with cream upholstered seat, Mahogany arms rests. 1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room
60	B83/28b	Chair	1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room
61	B83/28c	Chair	1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room
62	B83/28d	Chair	1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room
63	B83/28e	Chair	1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room

64	B83/28f	Chair	1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room
65	B83/28g	Chair	1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room
66	B83/28h	Chair	1 of a Set of 8 dining chairs, 2 elbow, 6 side. Mahogany. Square-shaped back has 2 reeded uprights.	84 x 53 x 45,5cm	1	Dining Room
67	B83/2a	Chair	Two 'Trafalgar' chairs. Mahogany. Inward curving front legs, oblong in section with rounded edges and no feet, known as 'sabre' or 'scimitar' legs.	81 x 45 x 40cm	1	Drawing Room / Music Room
68	B83/2b	Chair	Two 'Trafalgar' chairs. Mahogany. Inward curving front legs, oblong in section with rounded edges and no feet, known as 'sabre' or 'scimitar' legs.	81 x 45 x 40cm	1	Drawing Room / Music Room
69	B83/3	Table/Pede stal	Stand. Mahogany with satinwood inlay. Octagonal top with raised edge.	69,5 x 30 x 29,8cm	1	Sitting Room
70	B84/14	Fireplace stand	Brass Fireplace stand.		1	EXHIBITION ROOM 1
71	B84/243	Chair	Wood and cream silk upholstered chair with arm rest.		1	Drawing Room / Music Room
72	B84/244	Chair	Wood and cream silk upholstered chair with arm rest.		1	Drawing Room / Music Room
73	B87/3	Cradle	Swing cradle. Mahogany with cane sides. Rectangular. Brass rod for drapes. Turned mahogany stand, side posts with acorn finials. mahogany.	Cradle: 35 x 88 x 34,5cm Stand: 104 x 98, 5 x 48, 5cm	1	Bedroom
74	B92/8	Table	Oval table with glass top, four long legs with ivory keyhole.		1	Sitting Room
75	D92/1	Server	Veneer server with inlay. 4 shelves in one side of unit, 2 shelves and a sealed compartment in the other. Central section with 2 drawers.		1	Dining Room
76	L65/943	Chest	Tall chest on bracket feet. The front is ornamented with mitred moulding in geometric patterns and the sides with panels frame mouldings.	H: 72 x W: 98 x D: 52cm	1	Entrance passage
77	SACHM101 5	Cabinet	Drinks cabinet, brass escutcheons, Two glass panel doors.		1	Sitting Room
78	SACHM122 /4	Dining Table	Extendable: Hardwood. Concertina extension action. Turned legs, brass castors. Mahogany, c. 1820.		1	Dining Room
79	SACHM129 1	Cupboard	Tall wooden Cupboard. Veneer. Elaborate escusions. One large foldout flap, two smaller opening doors beneath. Louis Phillippe Style Secretaire.		1	Bedroom
80	SACHM383	Chair	Split back splat chair, with three curved notches, band in the middle follows the shape of the splats, shaped top back rail, square upholstered seat, plain square legs, H stretcher, back post, curved back and outwards.	H: 94cm W: 52,7cm	1	Sitting Room
81	SACHM409	Chez long	Light mint green upholstered love chair, two cushions, claw feet.		1	Study
82	SACHM602 2 (bottom)	Tall Boy	Walnut Tall boy - six large drawers, three small (possible marriage). Top part of (SACHM6022) and valued the same: SACHM2870 (Top).		1	Bedroom

83	SACHM605 6	Glass Corner Cabinet	Corner cupboard from South Africa House, London with glazed door. One glass Panel door, 4 cells/ racks, good conditions. Lockable.		1	Dining Room
84	SACHM69/ 548a	Chair	Hepplewhite, with tapestry covers. Beige Upholstered. Wood. Floral design. Red and white roses.		1	Drawing Room / Music Room
85	SACHM69/ 548b	Chair	Faded beige upholstery. Stain on left. Floral motif in centre. Hoop backed. Mahogany. Hepplewhite, with tapestry covers. Beige Upholstered but probably later. Hoop backed. Mahogany.		1	Dressing Room
86	SACHM69/ 548c	Chair	Hepplewhite, with tapestry covers. Beige Upholstered. Wood. Beige Upholstered. Floral design. Red and white roses. Floral design. Material: wood.		1	Drawing Room / Music Room
87	SACHM72/ 138	Table	Mahogany card table. Small gatefold table with four carved feet. Green felt inside, possible for games and card playing.		1	Sitting Room
88	SAM 6201	Table	Half-moon veneer gate-fold table with inlay.		1	Dinning Room
89	SAM h 6019	Seetee	Settee 3-seater, gold parenting with yellow upholstery		1	Sitting Room
90	T82/14	Carpet	Large Carpet/Tapestry large peasant farming scene. Faded. Large Carpet, in tapestry technique, with cream background and flower motifs with pink overtones.	5,9m x 3,2m	1	Drawing Room / Music Room
91	T83/14	Carpet	Carpet. T82/14/Tapestry.		1	Sitting Room
92	Temp/2023 /BH75	Table	Wood folding table with two flaps.		1	Bedroom / Temporary Holding Room
93	Temp/2023 /BH76	Table	Small square table, 4 metal cast feet no number, teak, top has water damage.		1	Sitting Room
94	Temp/2023 /BH77	Server	Small wooden server. Commode.		1	Bedroom / Temporary Holding Room
95	Temp2023/ BH30	FENDER	black fireplaces stand, iron.		1	EXHIBITION ROOM 2
96	Temp2023/ BH32	Bird Cage	Metal Bird Cage, Feeder and pedestal. Brass, circular.		1	Bedroom / Temporary Holding Room
97	Temp2023/ BH34	Bed	Small four posted bed base and legs. Dismantled.		1	Bedroom / Temporary Holding Room
98	Temp2023/ BH35	Cupboard	Corner cupboard with 8 panel glass door and half circle done canopy.		1	Drawing Room / Music Room
99	Temp2023/ BH36	Bed	four poster bed with Canopy, Blue and white floral draping		1	Bedroom
100	Temp2023/ BH37	Server	A mid-Georgian style "country made" oak dresser, with three shelves flanked by two small cupboard doors.		1	Kitchen
101	Temp2023/ BH39	Bureau/writing desk	Bureau/ writing desk. Top section has two glass panelled doors. Bottom section is a holdout writing desk with drawers. 136 books in top part of bureau		1	Drawing Room / Music Room
102	Temp2023/ BH40	Tall Boy	Tall boy, 2 large drawers, 2 small drawers, top section can fold down. Flower detail, Veneer inlay		1	Study
103	Temp2023/ BH42	Cabinet/Commode	Inlaid cabinet with marble top, tapered legs ending in brass cap. Horseshoe shaped handles, lockable.		1	Sitting Room

104	Temp2023/ BH43	Cabinet/ Commode	Inlaid cabinet with marble top, tapered legs ending in brass cap. Horseshoe shaped handles, lockable. Urn inlaid motif in centre keyhole. No.25 Pair of late 19th century neoclassical style marquetry commodes with marble top. Commodes have two long drawers on tapered legs ending in bronze capped feet.		1	Sitting Room
105	Temp2023/ BH45	Table	No.5 mahogany writing table with two short drawers in frieze, leather surface with gold detail on top and two dummy drawers on sides on turned legs.		1	Entrance Passage
106	Temp2023/ BH47	Bookshelf	Short, free-standing bookshelf containing books. Material: rosewood.		1	Study
107	Temp2023/ BH54	Bench	Oak bench. Four-seater. Possible previous restoration. Maroon velvet cushion		1	Entrance Passage
108	Temp2023/ BH55	Fireplace	Black fireplace. Built in, part of building.		1	Dining Room
109	Temp2023/ BH56	Fireplace	Black fireplace. Built in, part of building.		1	EXHIBITION ROOM 1
110	Temp2023/ BH57	Fireplace	Black fireplace. Built in, part of building.		1	EXHIBITION ROOM 2
111	Temp2023/ BH58	Fireplace	Black fireplace. Built in, part of building.		1	Drawing Room / Music Room
112	B72/934 and B77/19(BO TH A/N INCORRECT)	Table	Gate leg Table, solid wood, surface scratches water damage, teak, two drawers with brass fittings.	Yes	1	Sitting Room
113	Temp/2023 /BH76	Table	Small square table, 4 metal cast feet	Yes	1	Sitting Room

6.2 Artefact Classification: Ceramics and Glass Collection Listing

Note: All these artefacts are to be packed and boxed by the Collections and Digitisation Department and then **Moved/Transported (Manpower for uploading and offloading)** by the **Appointed Service Provider** to the **Iziko Social History Resource Centre Building** in Plein Street. The Service Provider **must** provide the packing materials required to securely pack the collection, namely Box Tape/Markers and **Tissue Paper**.

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required =

20 x (Box Size required = 80cm x 38cm x 35cm) &

40 x (Box Size required = 46cm x 31cm x 31cm)

0

No. of Flat Sheets required =

100 meters (1 Roll)

No. of Rolls of Box Tape =

15 Rolls

No. of Rolls of Calico/metres required =

0m

Iziko Bertram House Museum: Ceramic Collection

Ground Floor: Dining Room Exhibition

No.	Accession Number	Object Description	Type	Location
1	B77/20(l)	Plate	Ceramic Artefact	Dining Room Dining Room Table
2	B77/20(p)	Plate (Fine Cracks Visible)	Ceramic Artefact	Dining Room Dining Room Table
3	B77/20(q)	Plate	Ceramic Artefact	Dining Room Dining Room Table
4	B77/20(k)	Plate	Ceramic Artefact	Dining Room Dining Room Table
5	B77/20(f)	Plate	Ceramic Artefact	Dining Room Dining Room Table
6	B77/20(o)	Plate	Ceramic Artefact	Dining Room Dining Room Table
7	B77/20(h)	Plate	Ceramic Artefact	Dining Room Dining Room Table
8	B77/20(c)	Plate	Ceramic Artefact	Dining Room Dining Room Table
9	B77/20(n)	Plate	Ceramic Artefact	Dining Room Dining Room Table
10	B77/20(d)	Sherry/Liquor Glass	Glass	Dining Room Dining Room Table
11	B74/358(d)	Sherry/Liquor Glass (Rim Chipped)	Glass	Dining Room Dining Room Table
12	B74/358(b)	Sherry/Liquor Glass	Glass	Dining Room Dining Room Table
13	B74/358(c)	Sherry/Liquor Glass	Glass	Dining Room Dining Room Table
14	B74/358(a)	Sherry/Liquor Glass (Base Chipped)	Glass	Dining Room Dining Room Table
15	B4465(b)	Sherry/Liquor Glass	Glass	Dining Room Dining Room Table
16	B74/358(e)	Sherry/Liquor Glass	Glass	Dining Room Dining Room Table
17	B74/358(f)	Sherry/Liquor Glass	Glass	Dining Room Dining Room Table
18	B4465(a)	Sherry/Liquor Glass	Glass	Dining Room Dining Room Table
19	488(a) & 488(b)	Glass Vase with Lid	Glass Vase with Lid	Dining Room Dining Room Table
20	488(a) & 488(b)	Glass Vase with Lid	Glass Vase with Lid	Dining Room Dining Room Table
21	B77/8(a) & B77/8(b)	Vessel, Blue, white, red and gold ceramic vessel in three parts, lid, outer body and internal bowl. Gold decorated handle on each side	Ceramic Vessel with 3 parts	Top of Side Cabinet
22	B77/8(a) & B77/8(b)	Vessel Blue, white, red and gold ceramic vessel in three parts, lid, outer body and internal bowl. Gold decorated handle on each side	Ceramic Vessel with 3 parts	Top of Side Cabinet
23	B79/20	Wood, Textile & Glass	Display Cabinet	
24	B77/43(a)	Bowl	Ceramic Artefact	Inside Glass Cabinet, Top Shelf
25	B77/43(d)	Small Square Plate	Ceramic Artefact	Inside Glass Cabinet, Top Shelf
26	B77/43(b)	Cup	Ceramic Artefact	Inside Glass Cabinet, Top Shelf
27	B77/43(c)	Plate	Ceramic Artefact	Inside Glass Cabinet, Top Shelf
28	B81/35(a)	Bowl (Handle repaired, chipped)	Ceramic Artefact	Inside Glass Cabinet, Top Shelf
29	B81/35(c)	Plate	Ceramic Artefact	Inside Glass Cabinet, Top Shelf
30	B77/28(b)	Bowl	Ceramic Artefact	Inside Glass Cabinet, Middle Shelf
31	B77/28(a)	Bowl	Ceramic Artefact	Inside Glass Cabinet, Middle Shelf
32	B77/112(a)	Vase, blue Floral	Ceramic Artefact (Small chip on rim)	Inside Glass Cabinet, Middle Shelf
33	B77/112(b)	Vase, blue Floral	Ceramic Artefact	Inside Glass Cabinet, Middle Shelf

34	B77/113	Container, Ble Floral (No Lid)	Ceramic Artefact	Inside Glass Cabinet, Middle Shelf
35	B77/44(m)	Plate	Ceramic Artefact	Inside Glass Cabinet, Bottom Shelf
36	B77/441	Plate	Ceramic Artefact	Inside Glass Cabinet, Bottom Shelf
37	B77/44(a)	Plate	Ceramic Artefact	Inside Glass Cabinet, Bottom Shelf
38	B77/44(b)	Plate	Ceramic Artefact	Inside Glass Cabinet, Bottom Shelf
39	SAM H	Glass Corner Cabinet	Wood, Glass	
40	B77/54(e)	Plate	Ceramic Artefact, White, Blue, Gold	Inside Glass Corner Cabinet, Bottom Shelf
41	B77/54(f)	Plate	Ceramic Artefact, White, Blue, Gold	Inside Glass Corner Cabinet, Bottom Shelf
42	B77/54(a)	Plate	Ceramic Artefact, White, Blue, Gold	Inside Glass Corner Cabinet, Bottom Shelf
43	B84/5(b)	Platter, Bowl shaped	Ceramic Artefact, White, Blue, Gold	Inside Glass Corner Cabinet, Bottom Shelf
44	B77/54(c)		Ceramic Artefact	Inside Glass Corner Cabinet, Middle Shelf
45	B77/54(d)		Ceramic Artefact	Inside Glass Corner Cabinet, Middle Shelf
46	B77/54(b)	Plate	Ceramic Artefact	Inside Glass Corner Cabinet, Middle Shelf
47	B83/12	Figurine	Ceramic Artefact	Inside Glass Corner Cabinet, Middle Shelf
48	B83/11	Figurine	Ceramic Artefact	Inside Glass Corner Cabinet, Middle Shelf
49	B84/5(e)	Plate	Ceramic Artefact	Inside Glass Corner Cabinet, Top Shelf
50	B84/5(f)	Plate	Ceramic Artefact	Inside Glass Corner Cabinet, Top Shelf
51	B84/5(a)	Platter, Oval Shaped (Shallow Bowl)	Ceramic Artefact	Inside Glass Corner Cabinet, Top Shelf
52	B77/54(e)		Ceramic Artefact	Inside Glass Corner Cabinet, 3 rd Top Shelf
53	B77/54(f)		Ceramic Artefact	Inside Glass Corner Cabinet, 3 rd Top Shelf
54	B77/54(a)	.	Ceramic Artefact	Inside Glass Corner Cabinet, 3 rd Top Shelf
55	B77/44(i)	Platter Oval Shaped, (Shallow Bowl) with floral pattern in white, blue and gold	Ceramic Artefact	Inside Glass Corner Cabinet, Top Shelf
56	B77/44(j)	Platter Oval Shaped, (Shallow Bowl) with floral pattern in white, blue and gold	Ceramic Artefact	Inside Glass Corner Cabinet, Top Shelf
57	B77/44(d)	Plate Circular Shaped, (Shallow Bowl) with floral pattern in white, blue and gold	Ceramic Artefact	Inside Glass Corner Cabinet, Top Shelf

Ground Floor: Drawing/Music Room Exhibition

58	1015	Cabinet	Wood and Glass Artefact	Drawing Room Corner Cabinet
59	B77/405(a)	Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
60	B77/405(b)	Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
61	B77/405(c)	Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
62	B77/405(d)	Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
63	B77/405(e)	Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
64	B77/405(g)	Saucer	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
65	B77/405(g)	Saucer	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf

66	B77/405(h)	Saucer	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
67	B77/405(i)	Saucer	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
68	B77/405(j)	Saucer	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
69	B84/612(c)	Plate	Ceramic Artefact	Drawing Room Corner Cabinet, Middle Shelf
70	B84/612(e)	Plate	Ceramic Artefact	Drawing Room Corner Cabinet, Middle Shelf
71	B84/612(f)	Platter	Ceramic Artefact	Drawing Room Corner Cabinet, Middle Shelf
72	B84/612(a)	Plate	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
73	B84/612(b)	Plate	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
74	B84/612(d)	Plate	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
75	1015	Corner Cabinet, Bottom Shelf	Ceramic Artefact	Drawing Room
76	B77/52(a)	Bowl	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
77	B77/52(b)	Bowl	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
78	B77/49(g)	Milk Jug (Bronze & Cream, Landscapes, Figures, Dogs & Horses)	Ceramic Artefact	Drawing Room Corner Cabinet, Top Shelf
79	B77/47	Milk Jug (Bronze Floral)	Ceramic Artefact	Drawing Room Corner Cabinet, 2nd Shelf from Top
80	B77/46	Stem Glass (Bronze Floral)	Ceramic Artefact	Drawing Room Corner Cabinet, 2nd Shelf from Top
81	B77/11	Stem Glass (Bronze Floral)	Ceramic Artefact	Drawing Room Corner Cabinet, 2nd Shelf from Top
82	B77/45(a)	Stem Glass (Bronze Floral)	Ceramic Artefact	Drawing Room Corner Cabinet, 2nd Shelf from Top
83	B77/45(b)	Cup (Bronze Floral)	Ceramic Artefact	Drawing Room Corner Cabinet, 2nd Shelf from Top
84	B77/53	Milk Jug	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
85	B77/49(f)	Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
86	B77/49(e)	Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
87	B77/45(b)	Saucer	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
88	B77/45(a)	Saucer	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
89	B77/55(h)	Milk Jug	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
90	B77/55(a)	Small Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
91	B77/55(b)	Small Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
92	B77/55(c)	Small Cup	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
93	B77/48	Small Milk Jug	Ceramic Artefact	Drawing Room Corner Cabinet, Bottom Shelf
94	B77/136	Vase	Ceramic Artefact	Displayed near the Fireplace
95	4743(b)	Ginger Jar with Lid	Ceramic Artefact	Displayed on Half Moon Table
96	4743(a)		Ceramic Artefact	Displayed on Half Moon Table
97	B77/26(a)	Ginger Jar with Lid	Ceramic Artefact	Displayed on Shelf above Fireplace Moon Table
98	B77/26(b)		Ceramic Artefact	Displayed on Half Moon Table
99	B78/442		Ceramic Artefact	Drawing Room
100	B77/259		Ceramic Artefact	Drawing Room
101	B78/444		Ceramic Artefact	Drawing Room
102	B78/447		Ceramic Artefact	Drawing Room

103	B77/220	Wooden Tray, Kidney Shaped	Small Wooden Artefact	Drawing Room
104	No. Number	Tea Caddy	Small Wooden Artefact	Drawing Room
105	B77/57	Bowl	Ceramic Artefact	Music Room
106	B77/56(a)	Small Saucer	Ceramic Artefact	Music Room
107	B77/56(b)	Small Saucer	Ceramic Artefact	Music Room
108	B77/57(a)	Small Saucer	Ceramic Artefact	Music Room
109	B77/57(b)	Small Saucer	Ceramic Artefact	Music Room
110	B77/55(x)	Small Saucer	Ceramic Artefact	Music Room
111	B77/55(l)	Small Saucer	Ceramic Artefact	Music Room
112	B77/55(m)	Small Saucer	Ceramic Artefact	Music Room
113	B77/55(v)	Small Saucer	Ceramic Artefact	Music Room

6.3 Artefact Classification: **Fragile and Small Artefacts Collection Listing**

Note: All these artefacts are to be packed and boxed by the Collections and Digitisation Department and then **Moved/Transported(Manpower for uploading and offloading)** by the appointed **Service Provider** to the **Iziko Social History Resource Centre Building** in Plein Street. The Service Provider **must** provide the packing materials required to securely pack the collection, namely Box Tape/Markers and **Tissue Paper**.

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required =

10 (Box Size required = 46cm x 31cm x 31cm) &

10 (Box Size required = 80cm x 38cm x 35cm)

No. of Flat Sheets required =

0

No. of Rolls of Tissue Paper (metres required) =

0m

No. of Rolls of Box Tape =

10 Rolls

No. of Rolls of Calico/metres required =

0m

No.	Item ID	Item Name	Description	Measurements	Quantity	Location
1	B77/173	Mirror	Gold gilt mirror, foliate and scroll design on either side and on top with rose motif. Rectangular shaped mirror, gilded and carved with cornucopia on each side. A carved rose surmounts the crest.	57,5 x 55 x 7,5cms	1	Sitting Room
2	B77/166	Cutlery box	Cutlery box in Light colour wood. Removable partitions for cutlery. Page inside indication it was presented to the Queen, the royal Family and the Prince of Wales. No Cutlery. Rectangular shaped plate box, oak, brass bound. Brass handle on either side for lifting. The interior is compartmentalised by means of 2 trays which can be lifted out. A list of contents is pinned inside the lid, but the box is now empty. Storage of cutlery.	19 x 58,5 x 38cm	1	Dining Room
3	B77/167a	Wall Mirror	Wall mirrors, a pair. Walnut veneered. Bordered with carved and gilt mouldings. Cresting consists of a vase of flowers and fruit flanked by foliate scrolls.	104 x 54,4 x 45cm	1	Dining Room
4	B77/167b	Wall Mirror	Wall mirrors, a pair. Walnut veneered. Bordered with carved and gilt mouldings. Cresting consists of a vase of flowers and fruit flanked by foliate scrolls.	105 x 54,4 x 45cm	1	Dining Room
5	B77/182	Tray	Oval-shaped tray, mahogany shaped gallery. Brass handles. Shell inlay within oval shaped surround in centre and tray.	6,8 x 73,4 x 53,5cm	1	Drawing Room / Music Room
6	B77/202	Mirror	Small domed mirror in circular gold gilt frame		1	Bedroom

7	B77/211	Mirror	Toilet mirror in cross-banded frame. Cusped top.	60,8 x 43 x 26,4 cm	1	Bedroom
8	B86/185	Rope	Hearing aid. Long flexible tube of plaited brown silk or hair. Funnel-shaped ivory mouthpiece with name of maker engraved on rim - FL Rein & Son, Patentees sole inventors and only makers. 108 Strand London. Ivory earpiece with silver and ivory handle.. Silk, ivory, silver.	L: 175 cm	1	Study
9	B77/327b	Doorstopper	Doorstoppers, a pair. In the form of bronze sea horses on wooden bases.	29,5cm x 18 x 8,5cm	1	Study
10	SACHM368 8	Pipe	White plaster pipe, Mans face in front. Yellow mouthpiece. Never used. Pipe - Clay. General Gladstone's head.		1	Study
11	Temp2023/ BH2	Feather	Light brown.		1	Study
12	Temp2023/ BH1	Feather	Dark brown.		1	Study
13	Temp2023/ BH18	Framed Information	Framed information about Bertram House - Gold Frame. "Bertram House - Who lived here"		1	Bedroom / Temporary Holding Room
14	Temp2023/ BH3	Quill pen	Brown feather Quill.		1	Bedroom / Temporary Holding Room
15	Temp2023/ BH4	Quill pen	Brown feather Quill.		1	Bedroom / Temporary Holding Room
16	B77/223	Mirror	Wall mirror, ornate frame. Square shape. In red lacquer frame with raised chinoiserie decoration in gold and black.	80 x 69,5 x 5cm	1	Bedroom / Temporary Holding Room
17	Temp2023/ BH33	Tea caddy	Lidded tea caddy with round handles on either side. Walnut with ivory keyhole. Pink interior.		1	Study
18	Temp2023/ BH38	clock, damaged (broken rear)	Travelling clock with brass handle. 3 dials. Freestanding. Panchaud Cumming. Oxford street.		1	Study
19	B77/225	Wooden chest	Knife box, mahogany. Sheraton style.	Yes	1	Dining Room
20	SACHM75/ 547	textile/sampler	Textile sampler, worked with polychrome cotton on hand-woven canvas,		1	Bedroom
21	SACHM75/ 548	textile/sampler	Textile sampler. Quote, and alphabet in red and green		1	Bedroom

6.4 Artefact Classification: Books and Paper based Artefacts Collection Listing

Material Required: To be provide by the appointed Service Provider/Moving Company

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required = 35 (Box Size required = 46cm x 31cm x 31cm)

No. of Flat Sheets required = 0

No. of Rolls of Tissue Paper (metres required) = 100 meters (1Roll)

No. of Rolls of Box Tape = 15

No. of Rolls of Calico/metres required = 0m

No	Item ID	Item Name	Description	Measurements	Quantity	Location
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1	B75/375	Book	"The Tennyson Birthday Book" edited by Emily Shakespear.	13,2 x 10 x 2,5cm	1	Bedroom / Temporary Holding Room
2	B77/354	Book	Square gilt and embossed book with crest in centre.		1	Study
3	B77/355	Book	Large Brown Book. Crest. Gold Boarder. Desk blotters, black lacquered papier-mâché covers.	23 x 15,5cm	1	Bedroom / Temporary Holding Room
4	Temp2023/ BH44	Book	Brown and Green cover with Gold Stripe. Inside - Colour sketched pictures of Plants and flowers.		1	Bedroom / Temporary Holding Room
5	B78/209	Book	Brown cover, gold Crest, Story of the Spanish Armada.		1	Bedroom / Temporary Holding Room
6	B78/234	Book	"The Story of the Tea Leaf" by Montfort Chamney. Preface by Sir Edward Albert Gait. KCSI, CIE.	18,5 x 12,9 x 1,2cm	1	Bedroom / Temporary Holding Room
7	B78/273	Book	Green cover book. Pasted Articles and Picture. Romans of Tea. "Romance of Tea" by Ann Lidderdale, 1933.	26,4 x 20,9 x 2cm	1	Bedroom / Temporary Holding Room
8	B78/437	Book	Brown cover. Engagement book with brown suede cover and the word 'Engagements' in gold letters on the front cover.	15,2 x 12,2 x 0,8cm	1	Bedroom / Temporary Holding Room
9	B87/1	Book	Notebook. Front cover inscribed G. C. Fletcher	23,2 x 19cm	1	Study

6.5 Artefact Classification: Textile Artefacts: Carpets, Rugs and Curtains Collection Listing

Note: All these artefacts are to be packed and boxed by the Collections and Digitisation Department and then **Moved/Transported, (Manpower for uploading and offloading)** by the appointed **Service Provider** to the **Iziko Social History Resource Centre Building** in Plein Street. The Service Provider **must** provide the packing materials required to securely pack the collection, namely Box Tape/Markers and **Tissue Paper**.

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required =

10 (Box Size required = 80cm x 38cm x 35cm)

No. of Flat Sheets required =

0

No. of Rolls of Tissue Paper (metres required) =

100meters (1 Roll)

No. of Rolls of Box Tape =

36 Rolls

No. of Rolls of Bubble wrap metres required =

100meters (6 Rolls)

No	Item ID	Item Name	Description	Measurements	Quantity	Location
1	B77/147	Carpet	Rug. Oriental. Wool. Cream coloured field with orange diaper pattern. And brown diaper pattern at one end.	193 x 99cm	1	Dining Room
2	B77/150	Carpet	Rug. Oriental, wool. Design consists of three large stars on a purple field. 4 borders in brown and beige with geometric designs.	172 x 119cm	1	Bedroom
3	B77/151	Carpet	Rug. Oriental. Wool. Pale blue field with geometric design consisting of rows of latch-hooked side octagons in orange and blue.	142 x 109cm	1	Dressing Room
4	B77/153	Carpet/Rug?	Rug. Oriental. Wool. Indigo field decorated with geometric forms and stylised tree -of-life and animal motifs.	150 x 111cm	1	Bedroom

5	B77/154	Carpet/Rug?	Oriental rug. Wool. Dark pink field decorated with geometrical design consisting of rows of octagons - guls, formed by blue horizontal and vertical lines to form a grid.	100 x 84cm	1	Bedroom / Temporary Holding Room
6	B77/155	Carpets/ Prayer Rug	Oriental rug. Wool. Prayer rug. Very dark colouring - orange, brown, white. Dark orange field is decorated with 2 large guls which fill the rurales - prayer niche on prayer mats.	97 x 71cm	1	Bedroom / Temporary Holding Room
7	B77/156	Carpet	Oriental rug. Wool. Red field decorated with a row of 4 blue-bordered	221 x 133cm	1	Study
8	B77/157	Carpet	The Oriental Rug. Wool. Field consists of 3 blue oblong medallions containing geometric designs green main border	210 x 130cm	1	Bedroom
9	B77/158	Carpet/Rug	Oriental rug. Wool. Plain orange field. Seven-fold border was beige background and is decorated with geometrical designs.	190 x 119cm	1	Bedroom
10	SACHM75/ 547	textile/sampler	Textile sampler, worked with polychrome cotton on hand-woven canvas, Isobelle G. 1771. Fountain a wreath with alphabet and numbers.		1	Bedroom

6.6 Artefact Classification: Artworks & Photographs

Note: All these artefacts are to be packed and boxed by the Collections and Digitisation Department and then **Moved/Transported(Manpower for Uploading and offloading)** by the appointed **Service Provider** to the **Iziko Social History Resource Centre Building** in Plein Street. The Service Provider **must** provide the packing materials required to securely pack the collection, namely Box Tape/Markers and **Tissue Paper**.

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required =

0

No. of Flat Sheets required =

20 (Flat Sheet Size: 2150mm x 855mm DWB Kraft Board)

No. of Rolls of Tissue Paper (metres required) =

0m

No. of Rolls of Box Tape =

20(Meters)

No. of Rolls of Cushion craft/metres required =

100m (8 Rolls)

No	Item ID	Item Name	Description	Measurements	Quantity	Location
1	B77/234	Artwork	Watercolour painting of pale pink flowers (Cape Fluerboom), in simple gilt frame.	31,7 x 25,2cm	1	Dressing Room
2	B77/237	Artwork	Watercolour painting of red and yellow flowers (Health), in simple gilt frame.	31,7 x 25,4cm	1	Dressing Room
3	B77/259	Artwork	Watercolour painting of Mount Nelson, showing the building in the background with trees in front of it and Lion's Head on the right-hand side. In original brown wooden frame. Water colour depiction of Manor house and garden scene. Most of manor house hidden behind foliage.	66 x 46 (framed)	1	Dining Room
4	B77/286	Artwork	Textile sampler, embroidered in cross-stitch by Harriet B.B. Cocks.	35 x 37 (framed)	1	Bedroom
5	SACHM933 8	Artwork	Framed. LUDOVIII, Red ribbon & bronze dial.		1	Study
6	B77/399	Artwork	Painting, monochrome on glass, depicting three large sailing vessels, a small yacht and a boat with four	47 x 55,5cms	1	Study

			oarsmen. Titled: H.M.S. Marlborough. "Victory" and Hougue.			
7	B78/11	Artwork	Oil painting. Portrait, Oval, Half -length, of a young woman in a white dress.	65 x 57 (Unframed) 90 x 78cm (Framed)	1	Drawing Room / Music Room
8	B78/20	Artwork	Portrait (head and shoulders) of a man in a red uniform - Lieut. Colonel William Shaw.	61,5 x 50,5cm (Unframed) 74 x 64cm (Framed)	1	Dining room
9	B78/442	Artwork	Framed etching of Anne Reine Anglerre		1	Sitting Room
10	B78/444	Artwork/Etching	Framed etching of James Cook.		1	Sitting Room
11	B78/447	Artwork/Etching	Framed etching of "CELEBERRIMVS VIR INIGO IONES PRAEFECTVS ARCHITECTVRAE"		1	Sitting Room
12	B79/14	Artwork	Watercolour painting, 'Hastings', by T B Hardy.	49,5 x 39cm	1	Entrance passage
13	B79/21	Artwork, print	Self-portrait engraving of William Hogarth. He is shown seated as an easel. Dated 1764, but the plate was re-touched c. 1800/1820, owing to the popularity of Hogarth. Paper.	53 x 46,7cm	1	Sitting Room
14	B81/24	Framed map	Map: Title: A Complete Map of the British Isles, or Great Britain and Ireland,	74,4 x 59,9cm (framed)	1	Study
15	B82/78	Framed Textile	Framed embroidered textile. Women and sheep Appliqué. Needlework Picture.		1	Bedroom
16	B83/26	Artwork	Artwork. Lithograph. Three quarter length portraits of Princess Sophia.	57,8 x 44,5cm	1	Bedroom / temporary holding room
17	B83/5	Artwork	Painting, oil on board, of a seated virgin and child.	37,5 x 31,5cm	1	Bedroom
18	B83/6	Artwork	Portrait engraving, half length, of the Right Hon. Lord Barham, Admiral of the Red Squadron.	46,5 x 40cm (framed)	1	Dining Room
19	B83/7	Artwork	Portrait. Oil on board. Half-length portrait of Sir Gerard Noel.	55 x 49cm	1	Study
20	C47/1	Artwork	Painting. Landscape of an 'English farm in Somerset' (according to donor). In 19th century English realistic style.	75 x 129cm H: 25 x L 55cm (Unframed)	1	Drawing Room / Music Room
21	SACHM407	Pastel Portrait	Patel depiction of man with brown hair in period dress. Large cravat. Blue jacket	19,8 cm x 24,1cm	1	Drawing Room / Music Room
22	SACHM66/498	Painting	Painting, oil on canvas, 'action between cutter Grecian and La Gatta, Spanish Paractical schooner', similar to SACHM66/499. British naval ship in battle with pirate ship. Pirate ship is on fire. Oil on canvas, ships in harbour are visible stretch marks on the boarder along all edges. Morden frame. Material: oil.	25" x 19"	1	Sitting Room
23	SACHM66/499	Painting	Painting, oil, 'view of this (66/498) action, shortly after its commencement. Two ships in battle in harbour one ship flying British naval flag, the other is on fire.	25" x 19"	1	Sitting Room
24	Temp2023/BH23	Small Photograph	Anne Lidderdale		1	Bedroom / Temporary Holding Room
25	Temp2023/BH24	Small Photograph	Anne Lidderdale		1	Bedroom / Temporary Holding Room

26	Temp2023/ BH27	Artwork	Lady Anne Barnard Portrait, Artwork detached from frame, age grazing, ornate gold painted frame.		1	Bedroom / Temporary Holding Room
27	Temp2023/ BH28	Framed Photograph	Anne Lidderdale		1	Bedroom / Temporary Holding Room
28	Temp2023/ BH29	Framed Photograph	Wooden frame. Photograph of Lady Anne Lidderdale		1	Bedroom / Temporary Holding Room
29	Temp2023/ BH5	Artwork	Kitchen scene depiction with hooded range and brass pots on table.		1	Kitchen
30	Temp2023/ BH50	Embroidered Painting	Embroidered black on white textile. Depictions of Bertram house with gardens.		1	Bedroom / Temporary Holding Room
31	Temp2023/ BH6	Artwork	Farmhouse style kitchen with cobble stable stone floors. Implements on table.		1	Kitchen
32	Temp2023/ BH7	Artwork	Kitchen scene depiction of larger house. Clock on wall.		1	Kitchen

6.7 Artefact Classification: **Longcase Clock Listing**

Note: All these artefacts are to be packed and boxed by the Collections and Digitisation Department and then **Moved/Transported (Manpower for uploading and offloading)** by the appointed **Service Provider** to the **Iziko Social History Resource Centre Building** in Plein Street. The Service Provider **must** provide the packing materials required to securely pack the collection, namely Box Tape/Markers and **Tissue Paper**.

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required =

6 Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

No. of Flat Sheets required =

0

No. of Rolls of Tissue Paper (metres required) = 0m

No. of Rolls of Box Tape = 0

No. of Rolls of Calico/metres required = 0m

No	Item ID	Item Name	Description	Measurements	Quantity	Location
1	B78/448 and Temp2023/BH37 This no. assigned to a Dresser. RP Temp no: TBHRP269	Longcase clock	Longcase grandfather clock with face, pendulum removed. Dismantled	Yes	1	Ground floor Holding Room

6.8 Artefact Classification: **Lighting and Light Fittings (See specifications in Report) Collection Listing**

Note: All these artefacts are to be packed and boxed by the Collections and Digitisation Department and then **Moved/Transported (Manpower for uploading and offloading)** by the appointed **Service Provider** to the **Iziko Social History Resource Centre Building** in Plein Street. The Service Provider **must** provide the packing materials required to securely pack the collection, namely Box Tape/Markers and **Tissue Paper**.

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required =

10 (Wooden Skeleton Crates)

No. of Flat Sheets required =

0

No. of Rolls of Tissue Paper (metres required) = 0m

No. of Rolls of Box Tape = 0

No. of Rolls of Calico/metres required =

0m

No	Item ID	Item Name	Description	Measurements	Quantity	Location
1	SACHM184a	Candelabra	Sheffield plate with 2 arms. Baluster turned shape with relief moulding forming the decoration. Candelabra silver holds 3 candles. Material: silver plate.	H: 18,1cm (middle) H: 44,3cm (side piece)	1	Dining Room
2	SACHM184b	Candelabra	Sheffield plate with 2 arms. Baluster turned shape with relief moulding forming the decoration. Candelabra silver holds 3 candles. Material: silver plate.	H: 18,1cm (middle) H: 44,3cm (side piece)	1	Dining Room
3	Temp2023/B H60	Chandelier	Ceiling mounted crystal Chandelier, holding 10 electric candle lamps.		1	Drawing Room / Music Room
4	Temp2023/B H61	Chandelier	Crystal, ten lamp holders, 1 broken, crystals missing.		1	Dining Room
5	Temp2023/B H62	Lamp	Brass and copper glass oil lamp.		1	Dressing Room
6	Temp2023/B H63	Chandelier	Brass Chandelier - 3 candles. Mounted to ceiling.		1	Bedroom
7	Temp2023/B H64	Chandelier	Ceiling mounted 8 holder brass chandelier.		1	Study
8	Temp2023/B H65	Chandelier	brass, five candle/bulb holders. Ceiling mounted, in a set of 2		1	Entrance Passage
9	Temp2023/B H66	Chandelier	Passage chandelier		1	Upstairs Passage
10	Temp2023/B H67	Lantern	Glass and brass lantern. Ceiling mounted		1	Entrance Passage
11	Temp2023/B H68	Lantern	Glass and brass lantern. Ceiling mounted		1	Upstairs Passage
12	Temp2023/B H69	Lantern	Glass and brass lantern. Ceiling mounted		1	UPSTAIRS PASSAGE
13	Temp2023/B H70	Chandelier	Ten candlelight lamp holder chandeliers, crystal		1	Sitting Room
14	Temp2023/B H51	Candlestick	Silver candle stick with twirling candle stick arms, holds 4 candles. Part of a pair		1	Sitting Room
15	Temp2023/B H52	Candlestick	Silver candle stick with twirling candle stick arms, holds 4 candles. Part of a pair		1	Sitting Room
16	Temp2023/B H53	Barometer	Barometer wood with metal		1	Bedroom / Temporary Holding Room
17	Temp2023/B H59	Chandelier	Ceiling mounted crystal Chandelier, holding 10 electric candle lamps. One stick missing cover. Parts of chandelier crystals in tea caddy.		1	Sitting Room
18	Temp2023/B H31	Chandelier	Glass table standing chandelier. One arm missing, holds candle. (the other arm stored as ISHC)		1	Study

6.9 Artefact Classification: Musical Instruments Collection Listing

Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

Box Size required = 46cm x 31cm x 31cm

Box Size required = 80cm x 38cm x 35cm

No. of Boxes required =

2 Wooden Skeleton Purpose Built crates

No. of Flat Sheets required =

6 Flat Sheet Size: 2150mm x 855mm DWB Kraft Board

No. of Rolls of Tissue Paper (metres required) = 0m

No. of Rolls of Box Tape = 0

No. of Rolls of Calico/metres required = 0m

No.	Accession No.	Artefact Name	Description	Measurements	Quantity	Location
1	Temp2023/ BH46	Harp	Peddled harp, decorative motifs. Missing strings		1	Drawing Room / Music Room
2	Temp2023/ BH41	Piano	Upright square piano with inlay. Clementi & Company, London.		1	Drawing Room / Music Room

6.10 ICT Equipment (Installation and de-installation)

To be communicated by **Andre Arendse, Customer Services Management** to the Appointed Service Provider.

1. Introduction

This document outlines the standard operating procedures (SOPs) for external service providers engaged in the maintenance of heritage buildings and artefacts at Iziko Museums of South Africa. These guidelines are designed to ensure that the museum's collections are handled with the utmost care during maintenance activities, repairs, and in response to disasters. The objective is to protect and preserve cultural heritage while facilitating necessary interventions in an environmentally safe and controlled manner.

2. Scope

These guidelines apply to all external service providers, contractors, or third parties performing maintenance, repairs, restoration, or emergency disaster interventions involving Iziko Museum collections. They cover:

- Handling of artifacts during routine maintenance interventions.
- Procedures for handling artifacts during disaster events (e.g., fires, floods, earthquakes).
- General protocols for health and safety in artifact handling.

3. Objectives

The primary objectives of these guidelines are to:

- Protect and preserve the integrity of the museum's collections.
- Ensure that all external service providers adhere to professional conservation standards.
- Establish protocols for disaster response and artifact preservation.
- Provide clear instructions for artifact handling during maintenance interventions and emergencies.

4. General Principles of Artifact Handling

- **Minimization of Handling:** Artifacts should be handled as little as possible, and only when absolutely necessary.
- **Trained Personnel:** Only staff or contractors trained in artifact handling and conservation principles are allowed to touch or move the artifacts.
- **Proper PPE (Personal Protective Equipment):** Service providers must wear appropriate PPE (e.g., gloves, masks, and other necessary protective gear) when handling artifacts to prevent contamination and damage.
- **Documentation:** Every handling or intervention must be documented in a comprehensive log. Details of the artifact, nature of the intervention, date, and any visible changes must be recorded.
- **Proper Tools:** Use of proper tools and equipment (e.g., padded trolleys, soft cloths, museum-quality handling gloves) to handle and move artifacts.
- **Temperature and Humidity Control:** All interventions should be carried out within controlled environments to avoid fluctuations in temperature and humidity that may affect the artifacts.

5. Specific Guidelines for Maintenance Interventions

During regular maintenance interventions, the following steps must be followed to safeguard artifacts:

5.1 Prior to Intervention

- **Risk Assessment:** Conduct a full risk assessment before commencing any maintenance work that may involve artifacts. This includes evaluating potential risks such as vibrations, dust, lighting, and temperature fluctuations.
- **Artifact Identification:** Identify and label all artifacts in the intervention area. Ensure all artifacts are catalogued and any pre-existing conditions are documented.
- **Communication:** External service providers must communicate their activities with Iziko Museum's conservation department before starting the work. Any change in the scope of work must be communicated immediately.
- **Barrier Protection:** Install barriers or temporary enclosures around artifacts to minimize exposure to risks.

5.2 During Intervention

- **Supervision:** A designated museum conservator or specialist should be present during all activities involving artifacts.
- **Handling and Moving:** Only qualified personnel are allowed to move artifacts. If an artifact needs to be relocated, it must be packed using museum-quality materials (e.g., acid-free tissue, padded crates, custom mounts).
- **Environmental Monitoring:** The environmental conditions (temperature, humidity, light levels, and air quality) should be monitored and adjusted to avoid stress on the artifacts during the intervention.
- **Cleaning Protocol:** Cleaning should be avoided unless it is essential for conservation. If cleaning is necessary, only approved conservation-grade materials and methods should be used.

5.3 Post - intervention

- **Condition Report:** A detailed condition report must be filed, documenting the state of the artifact after maintenance.
- **Inspection:** Following the intervention, the artifact must be thoroughly inspected for any potential damage. This inspection must be documented and evaluated by a conservator.
- **Reinstallation:** If the artifact was moved, it must be carefully reinstalled according to the museum's guidelines for placement and security.

6. Specific Guidelines for Disaster Response

In the event of a disaster (fire, flooding, earthquake, etc.), specific procedures must be followed to ensure the safety and preservation of artifacts:

6.1 Immediate Action

- **Evacuation and Safety:** Ensure that the safety of personnel is prioritized. Evacuate individuals from affected areas according to disaster response protocols.
- **Protecting Artifacts:** Immediately deploy emergency response teams to stabilize and protect artifacts. Protective covers, barriers, or other means should be used to shield artifacts from direct exposure to the disaster elements.
- **Prioritize High-Risk Artifacts:** Identify high-risk artifacts (e.g., fragile items, textiles, paper-based materials) and prioritize their protection and removal, if necessary.

6.2 Recovery and Salvage

- **Careful Retrieval:** Artifacts must be retrieved with the utmost care. Avoid any handling that may cause further harm. When possible, artifacts should be stabilized in their current location until a thorough assessment can be made.
- **Conservation Emergency Protocols:** Follow approved conservation emergency protocols to treat water-damaged, fire-damaged, or otherwise affected objects.
- **Temperature and Humidity Control:** In case of water or fire damage, environmental conditions should be immediately controlled to prevent further damage (e.g., use of drying chambers, dehumidifiers).

6.3 Post-Disaster Procedures

- **Comprehensive Assessment:** A full assessment of all artifacts affected by the disaster must be carried out. This assessment should be conducted by a team of conservators, curators, and external experts, as necessary.
- **Restoration or Repair:** In cases where artifacts have been damaged, restoration or repair should be undertaken by qualified conservators.
- **Documentation:** Every action taken during the disaster and recovery phase must be carefully documented to ensure an accurate record of interventions.

7. Health and Safety Considerations

- **Personal Protective Equipment (PPE):** Service providers must wear appropriate PPE during all maintenance and emergency interventions, including gloves, masks, and any other relevant safety gear.
- **Handling Hazardous Materials:** If the intervention involves hazardous materials (e.g., asbestos, cleaning agents), proper handling procedures must be followed, including the use of approved safety equipment and disposal methods.
- **Emergency First Aid:** All service providers should be trained in basic first aid, and the museum must have emergency first aid kits on hand during all activities.

8. Conclusion

Iziko Museums of South Africa is committed to ensuring the preservation and conservation of its collections. By adhering to these guidelines, external service providers will contribute to the protection of these cultural treasures, even during the most challenging maintenance interventions or disaster recovery efforts. These procedures are intended to maintain the highest standards of professionalism and care, safeguarding the museum's invaluable artifacts for future generations.

This document should serve as a starting point for formalizing the procedures and guidelines specific to the needs and practices at Iziko Museums of South Africa

Annexure 4: Artifact Handling Checklist for Artefacts

1. Purpose:

This checklist provides essential steps for handling artifacts to ensure their preservation and protection in accordance with conservation best practices at Iziko Museums of South Africa.

2. General Guidelines

2.1 Personal Preparation:

- Ensure hands are clean, dry, and free of any lotions, oils, or dirt.
- Wear cotton gloves (preferably non-powdered) when handling artifacts to avoid direct contact with the object.
- Ensure work area is clean and free of any dust, debris, or food/drinks.

2.2 Pre-Handling Assessment:

- Inspect the artifact for any existing damage or fragile components.
- Note any prior conservation interventions or conditions.
- Consult conservation records for any special handling instructions.

3. Handling Procedure

3.1 Handling:

- Always lift artifacts with both hands and avoid excessive pressure on delicate parts.
- Avoid touching the object's surface as much as possible; hold items by their edges or stable parts.
- Do not lift artifacts by any attached parts (e.g., handles, decorative features) that could be easily damaged.
- Use appropriate supports (e.g., foam supports, padding) when lifting or moving large or fragile artifacts.

3.2 Transporting:

- Use padded trays, boxes, or cushioned containers to transport artifacts between locations.
- Ensure the artifact is stable and secure within its container to prevent movement or damage during transport.
- Always move artifacts slowly and carefully.

4. Environmental Control:

- Ensure the artifact is exposed to the appropriate temperature, humidity, and lighting conditions as specified in the conservation guidelines.
- Avoid placing artifacts in direct sunlight, high humidity, or areas with temperature fluctuations.

5. Special Considerations for Different Material Types

5.1 Paper and Textiles:

- Handle with extreme care, and avoid folding, creasing, or excessive bending.
- Store paper artifacts flat in archival-quality folders or boxes, using acid-free materials.
- For textiles, handle them on clean, flat surfaces and avoid undue tension that could cause stretching or tearing.

5.2 Wood, Metals, and Ceramics:

- Avoid contact with moisture to prevent corrosion or warping.
- Do not apply any adhesives or cleaning agents unless directed by conservation specialists.
- Use soft, non-abrasive tools (e.g., brushes) for cleaning if necessary.

5.3 Organic and Natural Materials (e.g., Ivory, Bone, Shell):

- Keep away from high heat sources and avoid sudden changes in environmental conditions.
- Handle with minimal pressure to prevent cracking or breakage.

5.4 Paintings and Fine Art:

- Handle framed artworks by the frame edges, never touching the artwork's surface.
- Always ensure the artwork is supported evenly to prevent any undue strain on the frame or surface.

6. Post-Handling Procedures

6.1 Condition Reporting:

- Record the artifact's condition before and after handling, documenting any observed changes.
- If any damage occurs during handling, report immediately to the conservation department for evaluation and action.

6.2 Storage and Display:

- Return the artifact to its designated storage location or display case immediately after handling.
- Ensure the display area meets conservation requirements, including environmental controls.
- If returning the object to storage, ensure it is properly supported and stored in appropriate materials (e.g., acid-free boxes, shelves with supports).

7. Emergency Procedures

7.1 Damage Control:

- In the event of accidental damage, stop handling the artifact immediately.
- Secure the artifact in a safe location and inform the senior conservator or museum staff for immediate evaluation and restoration.

7.2 Spills or Contaminants:

- In case of spills (e.g., liquid, dust, or other contaminants), follow the specific artifact material's guidelines for cleaning or stabilizing.
- Use gentle cleaning methods and avoid any substances that could further damage the object.

8. Conclusion

- Ensure that any handling, movement, or conservation work on artifacts is done with minimal disturbance to the item's original state and its future preservation.
- Always communicate with the conservation team for specific guidelines on individual artifacts and update records as necessary.

This checklist serves as a guideline for safely handling artifacts at Iziko Museums of South Africa, ensuring that conservation practices are consistently followed to preserve the nation's cultural heritage.

Approved by	
Name	
Title	
Insert Date	
Review date	