



The Private Wardrobe Office

Founded By Lucretia Sandu

ESTABLISHING PROFESSIONAL STEWARDSHIP FOR THE PRIVATE WARDROBE
Documentation | Evidence | Preservation | Continuity
London

Private Wardrobe Office Documentation Standard

CS 007 — Collection Maintenance Standard

Version: 1.0

Purpose

To establish the standards governing the maintenance, treatment and ongoing care of garments, accessories and related collection objects, ensuring that all maintenance activities preserve the integrity, functionality and long-term condition of the collection.

All maintenance shall support the continued stewardship of the collection while preserving its documented history.

CONTENTS

- 01—Maintenance Records
- 02— Alterations
- 03— Specialist Conservation
- 04— Service Providers
- 05— Inspection Following Treatment

01 — Maintenance Records

Every maintenance activity shall be recorded within the collection documentation.

Records shall include, where applicable:

- Object identification
- Date of service
- Type of maintenance
- Service provider
- Treatment undertaken
- Observations
- Follow-up recommendations

Maintenance records shall form part of the permanent history of each object.

02 — Alterations

Alterations shall be carefully considered before approval and undertaken only where appropriate to the continued use or stewardship of the object.

All alterations shall be documented, including:

- Nature of alteration
- Date completed
- Responsible specialist
- Supporting notes where required

Alterations affecting significant or archival objects shall be subject to additional review.

03 — Specialist Conservation

Objects requiring specialist conservation shall be referred to appropriately qualified professionals.

Conservation treatment shall prioritise the preservation of original materials, craftsmanship and structural integrity.

Where specialist advice is obtained, recommendations shall be retained within the collection documentation.

04 — Service Providers

External service providers shall be selected according to their demonstrated expertise and suitability for the object concerned.

Where applicable, records shall identify:

- Service provider
- Type of service
- Date of instruction
- Completion date
- Relevant treatment documentation

Responsibility for the object shall remain traceable throughout the period of external care.

05 — Inspection Following Treatment

Following completion of any maintenance or conservation work, the object shall be inspected before returning to active use or storage.

The inspection shall verify:

- Completion of agreed treatment
- Physical condition
- Functional suitability
- Preservation requirements
- Accuracy of collection records

Any observations shall be documented within the maintenance history.

Compliance

All maintenance activities undertaken on collection objects shall comply with this standard.

Any treatment that departs from established preservation principles shall be documented, justified and approved before implementation.