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1. Preventive conservation and why it's important

Preventive conservation is defined as any measure that prevents damage or reduces the potential for it. Maintenance and cleaning can be an important part of preventive conservation in our historic churches and contributes to their sustainability.

Cleaning involves managing things that will cause deterioration; these include dust, dirt, pests and moulds. However, it's really important that you use appropriate equipment for each type of material that you are caring for, and only clean when it is required rather than as a matter of routine. When your church has bats, it may be necessary to clean more often so it's important to know what you can clean without inadvertently causing damage.

By reviewing your church and identifying key objects or areas you will be able to create a cleaning plan and log. It's incredibly useful to record how often areas are cleaned, and to record any changes in the condition log. These guidelines will provide you with information about equipment and techniques to support you when cleaning different materials.

Overall, the aim is to remove dust and dirt without affecting the original. If you notice a lot of change, or think an object or area of the church has deteriorated significantly, please seek professional advice.















2. Cleaning up after bats



If your church has bats, cleaning should focus on removing urine and droppings. Stains might require specialist intervention and such work should only be carried out by a qualified conservator.

All UK bats feed on insects. Unlike mouse droppings, bat faeces are made up of insect exoskeletons, contain no moisture, and crumble to dust. Bats tend to excrete both urine and droppings as they leave and enter buildings and roosts, so deposits can be concentrated around these locations. However, depending on their flight patterns, bats may excrete all over and throughout the building. Urine is more difficult to see, but fresh droplets will appear darker. You may also be able to smell it. In time, and as the moisture evaporates, these areas may turn lighter, leaving a bloom of salts. It is important to regularly remove urine salts and droppings. The frequency depends on the amount of deposits. If you are starting a cleaning programme from scratch, a deep clean of the whole church is recommended in the first instance. Following this cleaning, record and map the areas most affected by droppings. This will inform your cleaning plan going forward, and aid in identifying the frequency required for cleaning particular areas or objects.













3. Health and safety considerations

Your safety is paramount before beginning any cleaning. Depending on what type of cleaning and materials you may be using, you should take care to protect yourself and any possible visitors to the church. In section 4, where this guidance sets out cleaning techniques for each material, you will also find a suggested list of equipment and product information.

If you will be using electrical equipment with a lead, please consider closing the church to visitors or roping off the area you are working in to mitigate risks such as trips or slips. If you are using your own electrical equipment, it's recommended that you check it is suitable to be used. If the equipment is owned by the church, has a recent portable appliance test been completed or an inspection carried out?

Hopefully most of the cleaning will not involve any manual handling, but if it is absolutely necessary please ensure you assess carefully what you are going to do. This can be a conversation within the group about how you plan to move an object, where you plan to move it to, and your access route: for example, is it free of other obstacles? Does the object have any vulnerable parts? Is the object empty of other contents? Always try to move furniture by its lowest load-bearing parts. It's always useful to have someone act as the guider.

Cleaning is a great social activity, but if you are planning to carry out simple cleaning on your own, consider taking a mobile phone or informing someone where you're going, in case you have an accident and need help.



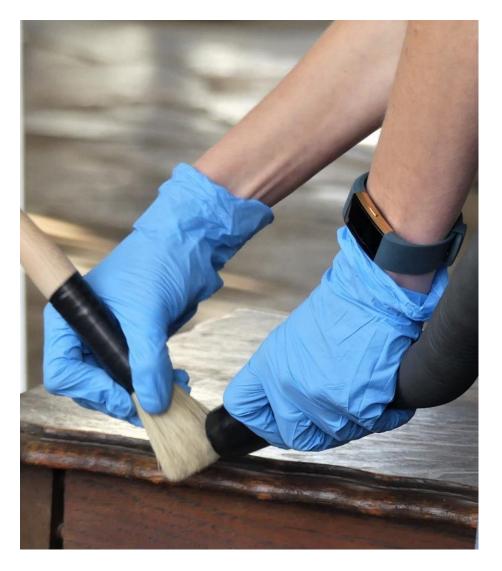












As a precautionary measure, protective equipment is recommended in each section to mitigate possible risks to you when cleaning. In many cases, items such as gloves are also recommended to protect the materials you are caring for. Our hands carry natural oils and regular handling can increase soiling and deposits that accelerate the rate of deterioration.

There are some materials that may cause harm to you, such as lead-based objects, painted surfaces that contain lead, and barometers or mirrors that contain mercury. There may be asbestos in the building so prior to cleaning it is recommended to refer to the building asbestos register. To be prepared, we recommend creating a cleaning plan and highlighting the objects or areas that shouldn't be cleaned or that require caution.

These guidelines focus on cleaning that can be done without working at height. If you deem it necessary to work at height, a risk assessment should be completed, outlining suitable precautions, equipment and appropriate persons to carry out the work.

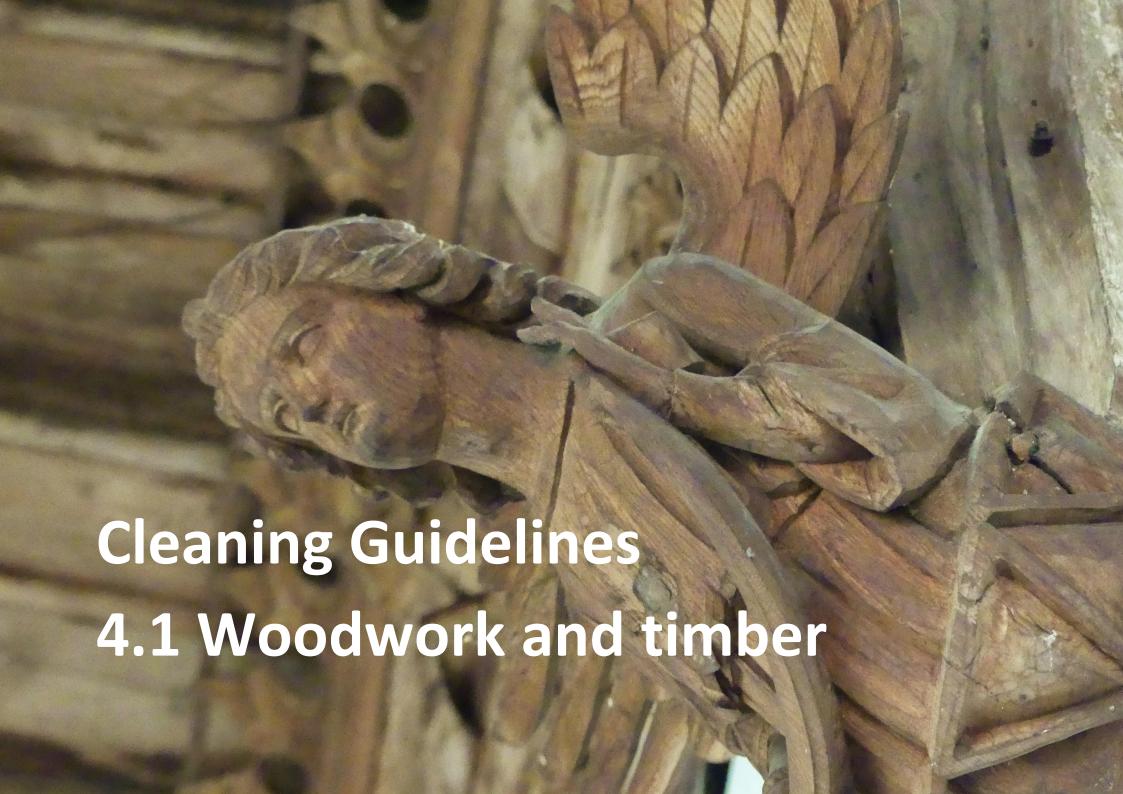














4.1 Woodwork and timber

This section deals with the most common timber items found in churches. For the purposes of this guidance the items will be dealt with either as architectural items or as fittings and furnishings. Some examples of these are floorboards, staircases, pulpits, pews, panelling, screens, font covers and monuments.

Before you start

Before any cleaning is carried out it's important to thoroughly examine the surface of the item to identify any historic painted decoration or areas of damage. If any historic paint is found, it must not be cleaned. If damage is found, such as broken or missing parts, carefully store detached parts in a labelled bag or box and discuss it with your churchwarden or ask your DAC for advice. It may be necessary to consult a qualified conservator.

It's important to be able to recognise active insect infestation. This can look like fresh wood dust. If there are any signs of insect damage or timber decay take a photograph of the issue and share it with those responsible for the building. Photographs should be taken to create a record and to monitor the rate of decay.















Fittings, furnishings and smaller timber items

Dusting and cleaning

- It's important to identify the finish of any object before cleaning.
- Dust with a lint-free cloth or a soft brush. In certain situations it may be the case that a combination of a brush, vacuum and cloth will be needed to clean complex or intricate shapes.
- Unless otherwise instructed, please only use dry or very slightly damp cloths.
- It's not advisable to use any chemical/commercial cleaners as the chemicals they contain can damage surfaces causing loss of detail and further deterioration. Even household cleaning products are too harsh for historic materials especially those which are abrasive in nature.

Waxing and polishing

- Spray polishes contain silicon and should not be used as they can cause damage to surfaces.
- Wax polish should only be used with objects that have previously been waxed and do not have a decorated surface such as gilding or paint.
- Waxes should be applied with a clean cloth or, if the surface is intricate, a brush. Label the brush to identify that it's only to be used for waxing. After a short period of time the wax requires buffing off. Use another lint free cloth to do this, working in circular movements to buff the surface.











- Wax polish should be applied sparingly and infrequently to ensure that a build-up is not created. Excess amounts of product attract dust and fibres, and makes it harder to remove in the future. Instead, a chamois can be used to buff existing wax finishes.
- For wax polishing, it's essential to ensure that the object is completely dry as moisture trapped under the wax will create a 'bloom' effect, which looks white.
- Be careful if the object also has other materials attached, such as metal. Make sure wax is not deposited onto these other materials.

Architectural features such as floors, pews and beams

If there is any sign of beetle infestation or rot please contact the person responsible for the building or a suitably qualified conservator.

Cleaning

- If dusting items such as beams, a vacuum should be used with a soft brush attachment but only following an inspection of the timbers to ensure there is no painted decoration.
- A soft brush can be used to remove dirt from carved details such as pew ends.
- Sweep floorboards with a soft broom or vacuum with a brush attachment.
- Any build-up of debris in the joints between floorboards, which does not come out through vacuuming can be carefully removed using a fine tool to ease out material.
- Try to avoid wet mopping, but if it is essential use an almost-dry mop, rinsed in clear water. Dry off with a dry mop.
- It's not advisable to use any chemical/commercial cleaners as the chemicals they contain can damage surfaces causing loss of detail and further deterioration. Even household cleaning products are too harsh for historic materials, especially those which are abrasive.











Polishing

- Wax polish should only be used with objects that have previously been waxed and do not have a decorated surface.
- Waxes should be applied with a clean cloth or, if the surface is intricate, a brush. Label the brush to identify that it's only to be used for waxing. After a short period of time the wax requires buffing off. Use another lint free cloth to do this, working in circular movements to buff the surface.
- Wax polish should be applied sparingly and infrequently to ensure that a build-up is not created. Excess amounts of product attract dust and fibres and makes it harder to remove in the future. Instead, a chamois can be used to buff existing wax finishes.
- For wax polishing, it's essential to ensure that the object is completely dry, as moisture trapped under the wax will create a 'bloom' effect, which looks white.
- Care needs to be taken not to push wax in between floorboards.
- Do not apply wax polish to any areas that have rugs or other items placed on top as this causes a slip hazard.
- Be careful if the object also has other materials attached, such as metal. Make sure wax is not deposited onto these other materials.
- It's important not to repeat any applications more than twice in a 12-month period. Record any application of wax polish in a cleaning plan to inform others.

Candle wax

Where wax has collected on the surface of any timber items it is best practice to remove as much as possible from the item using a wooden spatula whilst taking great care not to damage the underlying timber. This may leave a residue which should be left as it is very difficult to remove without causing damage.













Decorated surfaces

- For painted decoration, refer to a suitably qualified and experienced conservator for assistance, as the binders used are much weaker than those in modern paints and the paint may be removed through brushing or vacuuming. Never use cleaning materials on painted surfaces as the pigments may react with them.
- If an object has gilded decoration and this appears to be sound, use only a soft bristle brush (such as goats or pony hair) to remove dust. If the surface has deteriorated, seek further advice.
- Do not attempt to redecorate any items as redecoration should not be undertaken without fully understanding the existing paintwork and any historic paint layers. If you have any concerns about the condition of any timber items within your building, contact the person responsible for the building or a suitably qualified conservator for advice.

Water staining

Water stains are very difficult to remove and require specialist knowledge and so should be left. If there are significant water stains please refer them to the person responsible for the maintenance of the church, because this may indicate other problems in the building.





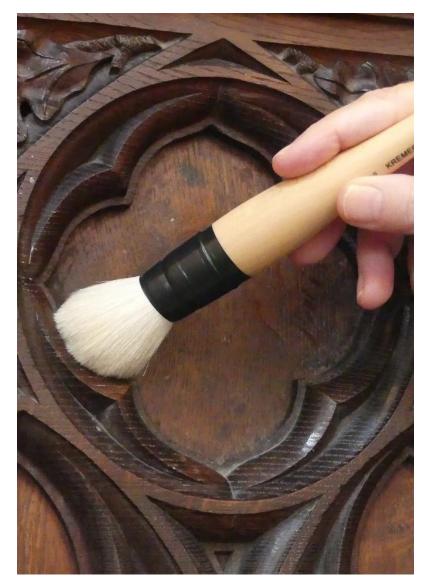






Cleaning up after bats

- Some people may be allergic to insect casings in bat droppings, and large or damp piles of droppings may contain mould and dust or other irritants, so we recommend dust masks should be worn during cleaning.
- Wear nitrile gloves and wash hands after completing any cleaning.
- It's important to remove faeces and urine deposits as soon as they are found, to reduce possible deterioration to the timber surfaces.
- For droppings, place a sheet of paper or card close to the affected area. Using a brush carefully lift and move the droppings onto the paper and dispose of them.
- For urine, if discovered early the priority is to absorb as much of the liquid as possible. Use an absorbent cloth or heavy duty paper towel.
- If urine deposits have dried, remove the residual salts by brushing them away with a soft bristled brush.
- On occasion, dirt may need to be removed from floorboards. When cleaning, the introduction of water can cause further issues, therefore use sparingly, wringing the cloth or mop so that it is almost dry. Allow sufficient drying time for the floorboards afterwards.















Equipment for cleaning timber and woodwork



gloves



dust mask



bannister brush



stiff brush



soft brush



absorbent towel



mop



lint free cloth



chamois



wax polish



wooden spatula

















4.2 Metals

Various metals including brass, bronze, lead, copper, steel and iron are often found in churches. They are used for structural elements, as part of monuments, and for decorative items such as candlesticks or crosses. These items may be historic and their surfaces can be damaged easily.

Before you start

Before cleaning, inspect the item to identify the material or materials and any surface coatings, paint and decorations. Record any damage or decay and discuss it with your churchwarden or ask your DAC for advice. It may be necessary to consult a qualified conservator. If any damage or decoration is found, do not carry out any cleaning until further advised.

The table on the next page gives an indication of different types of metals and where they can be found.

















Bronze & Brass



Based on copper mixed with various alloying materials, bronze, brass and copper are used for decorative items and inscription plaques. They are difficult to differentiate and some, such as monumental brasses, can be very old and fragile and must only be treated by a conservator.

Iron



Iron is most commonly used for railings, window ferramenta, or structural restraints. It is often painted although it may be in a rusty condition especially where it meets stonework. If unsure, iron and steel are both ferrous and can be identified with a magnet.

Lead



Lead is most likely to be found on monuments as an infill to lettering or as a liner to fonts. Lead is also historically used to fix ironwork to masonry and so may be found around the ends of railings.

Steel



Steel is rarely found in churches and is most likely to have been inserted as part of a modern intervention. It is usually only used in structural contexts such as an additional support or tie and is generally painted. Stainless steel will have a shiny surface if unpainted.

Cleaning

- If there is painted decoration on an item please do not attempt any cleaning and refer to the person responsible for the building or a suitably qualified conservator for assistance. Original paintwork can be easily damaged.
- Do not use any liquids, including water, when cleaning metals unless otherwise advised. This can cause surface damage.
- Brasso or similar products should not be used to polish any metal items as it will scour the surface and may overclean the surface of the metal, leaving it overly shiny. Household cleaning products, especially those that are abrasive, are too harsh for historic materials.
- Always wear nitrile gloves when handling and cleaning metals as the oils in our hands can damage the metal surface.















- Provided there is no painted decoration, vacuum the item using a low powered variable speed vacuum set to the lowest power.
- Use a soft bristled brush to remove any build-up of debris in detailed areas of metal items.
- Do not attempt to remove any surface discolouration or staining as this may damage the underlying material. Any damage or marks should be photographed to allow for a comparison to be made next time the item is being cleaned to assess if there is ongoing decay.
- When cleaning lead it is not recommended to use brushes as they may release potentially dangerous lead dust. If a large area of lead is being cleaned it is recommended that a disposable coverall and mask are worn.
- Where candlewax has collected on surfaces it is best practice to remove as much as possible using a wooden spatula or similar tool. This process will not remove all of the wax and any residue should be left on the surface as trying to remove it may cause damage to the underlying material.
- Do not attempt to redecorate any metal items as redecoration should not be undertaken without fully understanding the existing paintwork and any historic paint layers. If you have any concerns about the condition of any metal items within your building, contact the person responsible for the building or a suitably qualified conservator for advice.

Cleaning up after bats

- Wear nitrile gloves and wash hands after completing any cleaning.
- Some people may be allergic to insect casings in bat droppings, and large or damp piles of droppings may contain mould and dust or other irritants, so we recommend dust masks should be worn during cleaning.
- It's important to remove droppings and urine deposits as soon as they are found to reduce the possible deterioration of the surface of metal.











- For droppings, place a sheet of paper or card close to the affected area. Using a brush carefully lift and move the droppings onto the paper and dispose of them.
- For urine, if discovered early the priority is to absorb as much of the liquid as possible using an absorbent cloth or heavy duty paper towel.
- If urine deposits have dried, remove the residual salts by brushing them away with a soft bristled brush.











Equipment for cleaning metals







dust mask



soft brush



vacuum



magnifying glass



wooden spatula



paper sheets



broom



dustpan

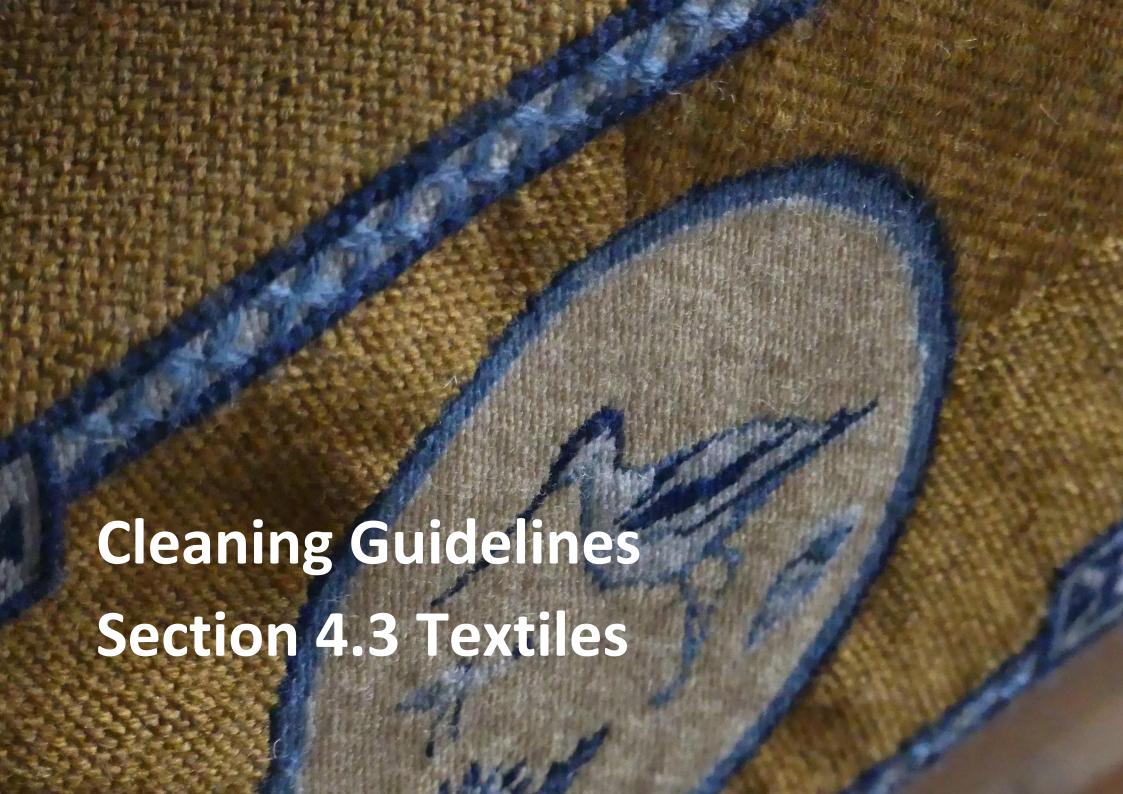














4.3 Textiles

Textiles can include altar cloths, kneelers, curtains, vestments, carpets, rugs and upholstered furniture. Historic textiles are mostly made up of organic materials that are fibrous and highly absorbent. They are typically flexible and with age they will distort if not supported correctly. Horizontal surfaces are the most susceptible to a build-up of dust and dirt particles. It's important to be methodical and take time when cleaning textiles and to have sufficient help to move and handle items.

Before you start

Inspect before cleaning to assess condition. Using a magnifying glass for this can be useful. If there is any damage such as loose fringes, missing beadwork, or tears to the fabric, these need to be approached separately, as does the discovery of mould on textiles.

Record any damage or decay and discuss it with your churchwarden or ask your DAC for advice. It may be necessary to consult a qualified conservator. If any damage or decoration is found, do not carry out any cleaning until further advised. If you discover any loose fragments, place them in a clear bag and label the object they are linked to with a date and location found.















Cleaning

- Water is not recommended for preventive cleaning. The introduction of water to organic fibres can cause greater damage and lead to other problems such as shrinkage, mould growth and loss of flexibility that may lead to tears and splits. It also increases the risk of pest damage. The removal of stains or residues should only be undertaken by a textile specialist.
- If the textile has no visible or recorded damage, a low suction vacuum is the most effective cleaning tool. If possible lay the textile on a flat surface to clean as this causes less stress to the fabric. Use a clean sheet of heavy duty polythene to lay the textile on, supporting it sufficiently when you move it.
- The vacuum should preferably have a variable suction level and this should be set at the lowest possible suction when in use. Ideally you should be able to hear someone stood next to you talking, above the sound of the vacuum.
- Before cleaning the textile it's good practice to test a small area first for loose fibres. To provide protection from the vacuum head, cover the vacuum nozzle with a piece of muslin cloth, a pair of tights, or place a mesh screen made of nylon or polyester between the vacuum head and textile surface. This will enable you to discover how much dust is deposited on the fabric and tell you if the textile might be too fragile to vacuum. If the test captures any loose fibres, it's best to stop and seek further advice.
- The vacuum should be held just above the textile surface, but not in contact with the textile. As tempting as it may be, this doesn't increase the amount of dust removed by the suction, it will only increase the likelihood of damage to the surface.
- For rugs and carpets, if no damage is evident turn the rug or carpet upside down on clean sheeting or a clean floor. Using a flat fly swat or rubber paddle, use gentle patting motions on the back of the rug/carpet. Carefully lift away and loose dirt will be deposited onto the surface beneath. The rug/carpet can then be turned back over and carefully vacuumed. Vacuum in the direction of the pile. This can be done occasionally. Protective rugs, or druggets, can be vacuumed and patted regularly.











If mould is discovered please do not clean without the appropriate personal protective equipment. Mould can appear as white small 'blooms' that are furry in appearance. A face mask must be worn as mould spores can permanently damage your respiratory system. A dust mask that is a category FFP3 should be worn in addition to hand protection in the form of nitrile gloves. A vacuum should be fitted with a HEPA filter and disposed of once the mould has been removed. If in doubt do not proceed any further and seek further guidance.

Cleaning up after bats

- Wear nitrile gloves and wash hands after completing any cleaning.
- Some people may be allergic to insect casings in bat droppings, and large or damp piles of droppings may contain mould and dust or other irritants, so we recommend dust masks should be worn during cleaning.
- It's important to remove droppings and urine deposits as soon as they are found to reduce the possible deterioration to the fibres.
- For droppings, place a sheet of paper or card close to the affected area. Using a brush carefully lift and move the droppings onto the paper and dispose of them.
- For urine, if discovered early the priority is to absorb as much of the liquid as possible using an absorbent cloth or heavy duty paper towel. It's not advised to rub the affected area as this works the urine further into the fibres. Follow up by placing a clean absorbent towel over the area and rest this on top until dry.











Equipment for cleaning textiles





fly swat/paddle



dust mask



paper sheets



magnifying glass



absorbent towel



vacuum



muslin/nylon mesh



tweezers



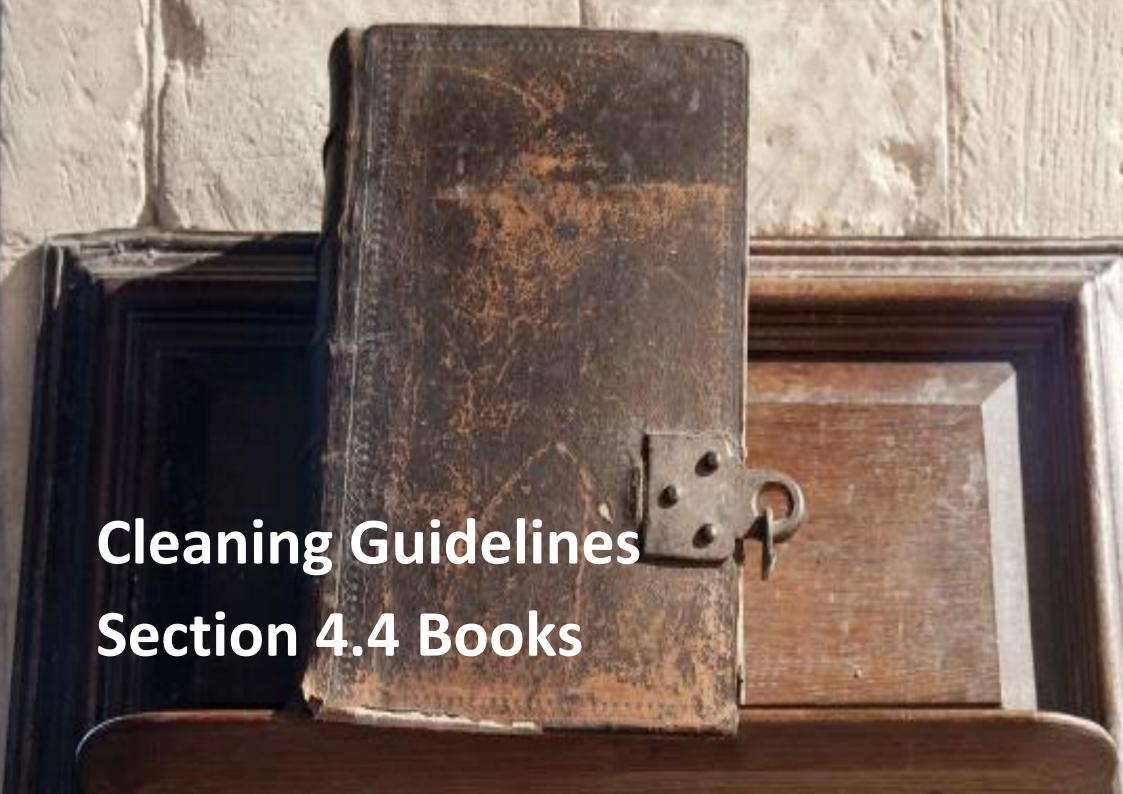














4.4 Books

Types of books

Books can be made from a variety of organic materials; paper, ink and adhesives, leather, parchment, fabric, hemp cord and thread. Paper, thread and boards that are used to construct a book are usually made of cellulose.

Leather (tanned) and parchment (untanned) are made from skins from sheep, calves and goats, and occasionally from other animals. Leather usually has a polished surface. It can be in colours of red, green, blue, black and, most frequently, shades of brown. Deterioration is evidenced by scuffing, peeling, cracking and flaking. Parchment is usually white or cream in colour, but can also be yellow, red or green, and more rarely, black or blue. Damaged areas are usually described as feeling like plastic and having a whit colour. Book cloth is another material used as a covering. Its surface has a sheen or slight shine and any damaged areas will show the weave of the book cloth threads. Reversed leather has the appearance of suede. Visible fibres can be seen and it feels rough to the touch. It's important to identify whether books are bound using a reversed leather technique before you attempt to clean them. No brushes should be used on reversed leather.

Deterioration of books

Deterioration is usually caused by improper handling and the effects of humidity and light. High relative humidity levels can increase risks of moulds and damage from pests. Smaller books, such as hymn books, are ideally stored vertically. Larger volumes can be stored flat but, if possible, should not be stacked on top of each other.











Wash hands thoroughly before handling books. Clean hands, free of any hand lotion or creams, are best for handling books. If you are unable to wash your hands prior to cleaning please wear a pair of nitrile gloves. Remove any rings that contain stones from fingers, as these can cause damage to the surface.

Handling and cleaning books

- If the book is large and you're unable to hold the book comfortably in one hand, place it on a flat surface, preferably with a sheet of plastic underneath.
- Cleaning should be 'dry', using a brush not a duster, and directing the dust preferably into a vacuum fitted with a piece of gauze of muslin cloth over the nozzle. If you do not have a vacuum, the dust should be brushed into a container.
- Cover any metal ferrules on the brush with tape to protect the object you're cleaning from contact with the metal.
- Use a soft brush and dust along the top edges of the pages brushing from the spine to the fore edge of the book. Then dust down the fore edge along to the bottom of the pages, always working from the spine to the fore edge.
- To dust inside the front and back boards of books it's best to support the book on a cushion or small bean bag if possible. A book suffers less stress when open at less than 90 degrees.
- Use a separate soft brush and use a fan motion, starting in the centre of the book at the joint working outwards.
- If a book has a detached or semi-detached board you can use cotton tape to secure the board(s) to the textblock. Use two pieces of tape and place around the book, positioning tape between the bands on the spine, roughly 2-3cm from the top and bottom of the spine. Tie small bows along the fore edge, but not touching the textblock.
- Water is used in remedial conservation repairs by accredited conservators and it is possible to remove staining. However, each object is inspected, and an appropriate plan created based on the conservator's expertise and experience. We recommend seeking further







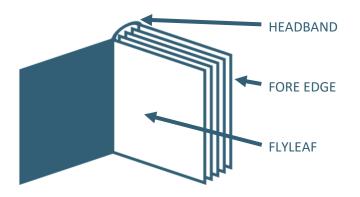


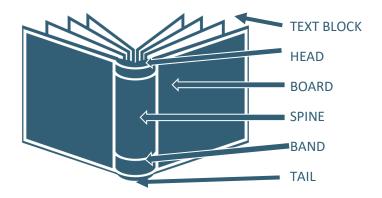




advice for this type of work. Water-based solutions or milk to clean books are not recommended as they can result in mould growth and increased risk of pest damage.

- Oils are not used to clean leather as they stiffen the surface. As the oil dries, it can also cause the colours to change.
- Take brushes home to wash after cleaning, using a mild soap, ensuring they're rinsed and leaving to air dry.

















Mould

- Checking the remaining pages for any mould or insect damage is good practice, but it is not necessary to dust every page, particularly if the book is displayed or stored closed within the church.
- If you discover mould on the surface of a book, proceed with caution. It's essential to protect yourself using nitrile gloves and a FFP3 mask. Do not remove mould if you suffer from any respiratory illness.
- If you discover mould spores within a book it's not recommended to remove these as it can be very damaging to the paper as it will have become extremely fragile. Seek further guidance from a qualified conservator.
- If you find red rot, handle the book with caution, as the red powder can cause skin irritation and allergy symptoms. Red rot is irreversible and, unless the storage measures are improved, the leather will continue to break down and become dust. A paper conservator will be able to advise on red rot.

Cleaning up after bats

- Wear nitrile gloves and wash hands after completing any cleaning.
- Some people may be allergic to insect casings in bat droppings, and large or damp piles of droppings may contain mould and dust or other irritants, so we recommend dust masks should be worn during cleaning.
- It's important to remove droppings and urine deposits to reduce possible deterioration to the book.
- For droppings, place a sheet of paper or card close to the affected area. Using a brush carefully lift and move the droppings onto the paper and dispose of them.











• For urine, if discovered early the priority is to absorb as much of the liquid as possible using an absorbent cloth or heavy duty paper towel.

Equipment for cleaning books



gloves



dust mask



soft brush



vacuum



muslin cloth



beanbag/cushion



paper sheets



absorbent towel















4.5 Stone

Stone can come in many different forms within a church, from the very building blocks the church is built from, to finely carved monuments and memorials. Each different stone type requires different approaches when cleaning so it's important to have a basic understanding of what stone types are present in your church. The list below gives a general overview of some basic stone types but if you are unsure please seek further advice.

Limestone



Light in colour, generally smooth to the touch with a powdery texture. Sometimes fossils are present. Generally used for architectural elements such as walls, floors, capitals and arches, and decorative features such as monuments.

Sandstone



Darker in colour than limestone, sandstone can come in red and green. The texture is like compacted sand. Generally used for walls, floors, and some decorative elements.

Marble



Marble comes in a range of colours from white through to black. It is usually polished to a smooth surface, and often has veins of other colours running through it. Generally used for fine work such as monuments and memorials.

Purbeck Marble



Purbeck marble is a dark grey limestone, that sometimes comes in red and green. Usually with a highly polished surface it can be identified by snail fossils. Generally used for monuments and ledger slabs, as well as architectural elements such as columns.

Alabaster



Alabaster is smooth and light in colour with a slightly translucent soapy appearance. Generally used for finely carved internal monuments and memorials.











Before you start

Before cleaning, inspect the area for any loose fragments. Make a note of any cracked or loose areas and avoid cleaning these so that more damage is not caused.

Record any damage or decay and discuss it with your churchwarden or ask your DAC for advice. It may be necessary to consult a qualified conservator. If any damage or decoration is found, do not carry out any cleaning until further advised. If you discover any loose fragments, place in a clear bag and label the object they are linked to with a date and location found.

Decorated surfaces

- For painted decoration it's best to refer to a suitably qualified and experienced conservator for assistance, as the binders used are much weaker than those in modern paints and the paint may be removed through brushing or vacuuming. Never use cleaning materials on painted surfaces as the pigments may react with them.
- If an object has gilded decoration and this appears to be sound, use only a soft bristled brush (such as goat or pony hair) to remove dust. If the surface has deteriorated, seek further advice.
- Do not attempt to redecorate any items as redecoration should not be undertaken without fully understanding the existing paintwork and any historic paint layers. If you have any concerns about the condition of any stonework items within your building, contact the person responsible for the building or a suitably qualified conservator for advice.











Cleaning

- Water is not recommended for any preventive cleaning of stonework as it can be damaging. Damp stonework can attract biological growth such as algae and lichens which may damage the stonework. As most church buildings are not heated, water in stonework can freeze in cold temperatures causing stone to crack and delaminate.
- Particular care needs to be taken with alabaster, which is a soft stone that dissolves readily in water. Any spillages or excess water that comes in contact with alabaster should be removed as soon as possible.
- For carved stonework and stone monuments, do not attempt to clean if there is evidence of pigment, which may survive especially in corners or detailed carved areas. On bare stone monuments, work from the top to the bottom using a soft bristled brush to remove dust and debris into a dustpan brush or vacuum nozzle.
- It's not advisable to use any chemical/commercial cleaners on stonework as the chemicals they contain can damage surfaces, causing loss of detail and further deterioration. Household cleaning products, especially those which are abrasive, are too harsh for historic material.
- Deep cleaning of stonework should be left for a specialist stone conservator.
- For stonework with salt efflorescences, any salt crystals sitting on the surface of the stone can be removed by gently brushing off into a dustpan. Leaving the salts in place can cause them to build up into a hard crust, preventing the natural evaporation of moisture.
- For stains that sit on the surface of stonework such as mud, bird droppings, or candle wax, remove as much as possible with brushes. Wooden tools such as spatulas can be used to gently lever accretions from the surface but this should only be done if the surface is in good condition, and not on alabaster which is a very soft stone and so easily damaged. Any residual staining can be removed with an











absorbent cloth slightly dampened with clear water, though not on alabaster, which is sensitive to water. Excess water should be dabbed away with a dry cloth as soon as possible.

Walls

For bare stone walls, use a cobweb brush with a telescopic handle to remove any cobwebs, taking care not to hit any monuments or windows. For any ledges, string courses, window ledges, tops of capitals etc., use a dustpan and brush to gently brush any dust or debris off the ledge and into the dustpan. Dust can also be brushed straight into a vacuum nozzle but avoid using the vacuum nozzle directly onto the stonework as it may cause damage and suck up loose fragments of stone. A long-handled soft bristled broom can be used to brush down wall surfaces, as long as there is no limewash or plasterwork, or fragile and loose stonework.

Floors

- For stone floors, use a soft bristled broom to clean away dust and debris, cleaning methodically from one end of the church to the other and taking care not to knock walls and column bases with the wooden handle. Use a soft bristled brush to remove dust and debris from any corners or hard-to-reach places such as under pews and around monuments. Brush up piles of dust and debris with a dustpan and brush. If there is a lot of dust, wear a dust mask to prevent inhalation of dust particles. Particularly dirty floors can be cleaned occasionally using a damp mop moistened with clean water and dried off with a clean dry mop. Any excess water should be removed as quickly as possible.
- Coatings, waxes and varnishes are sometimes suggested to seal stone floors but these are to be avoided, especially on floors laid directly onto earth, as they trap moisture causing stone to deteriorate and delaminate over time. If you have any concerns about the











condition of stonework within your building, contact the person responsible for the building or a suitably qualified conservator for advice.

Cleaning up after bats

- Wear nitrile gloves and wash hands after completing any cleaning.
- Some people may be allergic to insect casings in bat droppings, and large or damp piles of droppings may contain mould and dust or other irritants, so we recommend dust masks should be worn during cleaning.
- It's important to remove droppings and urine deposits when found to reduce further deterioration to the surface of stonework.
- For droppings, place a sheet of paper or card close to the affected area. Using a brush, carefully lift and move the droppings onto the paper and dispose of them.
- For urine, if discovered early the priority is to absorb as much of the liquid as possible using an absorbent cloth or heavy duty paper towel.
- If urine deposits have dried, remove the residual salts by brushing with a soft bristled brush.











Equipment for cleaning stonework



gloves



dust mask



soft brush



vacuum



paper sheets



broom



dustpan



mop



cobweb brush



wooden spatula

















4.6 Windows and glass

Church windows are usually made of plain quarry or stained glass, which is often painted. Both tend to be leaded and fixed into the stonework or brickwork with iron support bars. Some churches have wooden framed windows with frames fixed into stone or brickwork.

Before you start

- Do not attempt to clean medieval stained glass or vulnerable painted glass.
- Before cleaning, inspect the window for any flaking paint, broken glass, corrosion or breaks to the lead cames or iron support rods, rot in window frames, or damaged areas of stonework around the glass.
- If you have any concerns about the condition of the windows and glass or their surrounding stonework and ironwork, contact the person responsible for the building or a suitably qualified conservator for advice.

















Cleaning

- Water is not recommended for any preventive cleaning o glass. Washing and rubbing the surface of painted stained glass may result in the loss of detail and painted decoration so cleaning historic glass should be left to a specialist glass conservator. Cleaning ironwork (ferramenta) with water can cause corrosion.
- Do not use any chemical/commercial window cleaners on historic glass as the chemicals they contain can damage surfaces, causing loss of detail and further deterioration. Household cleaning products, especially those that are abrasive, are too harsh for historic materials.
- Due to the lead cames used on stained glass and plain quarried windows, direct localised brushing is not advised due to the potential presence of lead dust which can be harmful to health.
- On windows that can be accessed comfortably, use a cobweb brush with a telescopic handle and work from the top of the window to the bottom. Carefully remove any cobwebs, taking care not to brush the surface of the glass itself. Be careful not to knock the glass with the brush and wear a dust mask if there is a lot of dust and debris present. If windows are very dusty you may wish to wear protective clothing.

Cleaning up after bats

- Wear nitrile gloves and wash hands after completing any cleaning. Wear a mask and protective clothing if windows are high and debris is likely to fall on you.
- It is more likely that bat droppings will be found on window sills and ledges rather than on the glass itself. If any are found, a cobweb brush can be used to gently move droppings onto the window ledge for removal. Place a sheet of paper close to the droppings and use a brush to carefully lift and move them onto the paper and dispose of them.











- Some people may be allergic to insect casings in bat droppings, and large or damp piles of droppings may contain mould and dust or other irritants, so we recommend dust masks should be worn during cleaning.
- Do not attempt to remove droppings from the glass itself unless they come easily. Forcing them off may cause damage to the glass surface.
- If urine on window sills is discovered early, the priority is to absorb as much of the liquid as possible using an absorbent cloth or heavy duty paper towel. If urine deposits have dried, remove the residual salts by brushing with a soft bristled brush.

Equipment for cleaning windows and glass



gloves



dust mask



soft brush



cobweb brush



paper sheets



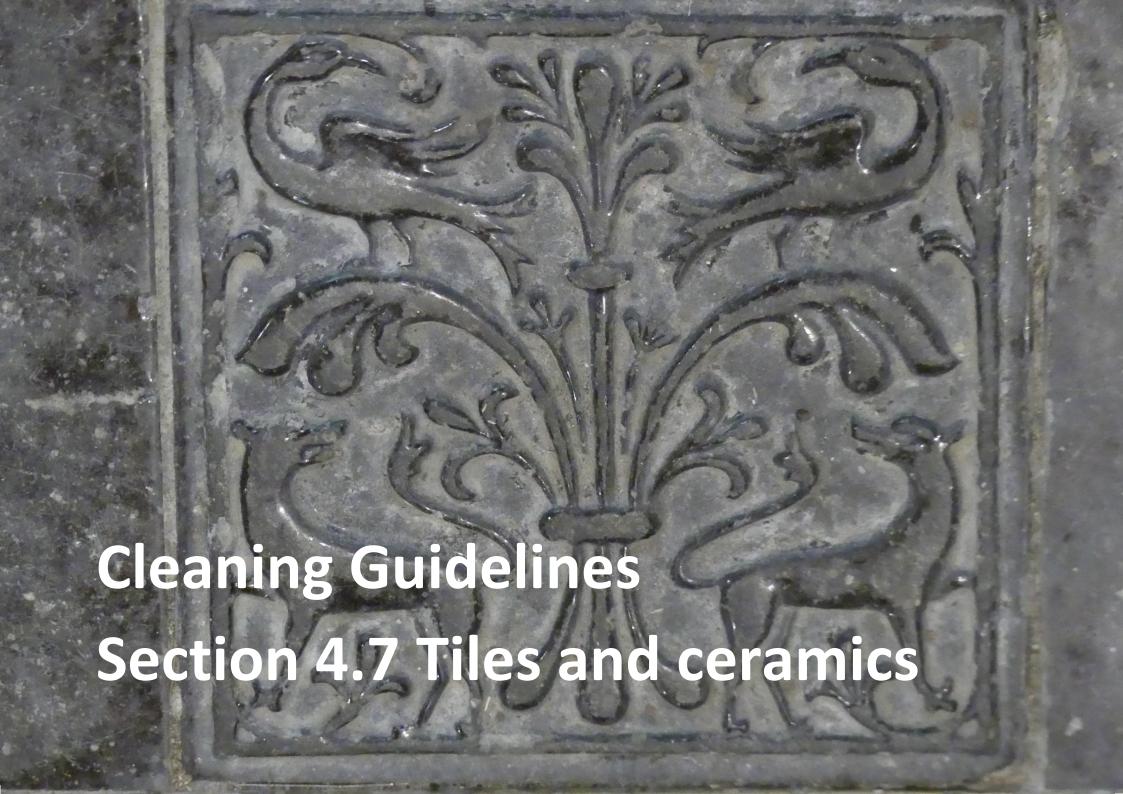














4.7 Tiles and ceramics

Ceramic items in churches come in many forms, ranging from plain terracotta floor tiles to highly decorated wall tiles, glazed or unglazed. They are a beautiful decorative feature but can be fragile and easily damaged if not cared for properly. Different types of ceramics require different approaches when cleaning so it's important to have a basic understanding of what types are present in your church. This list gives a general overview of the most common types found in churches but if you are unsure please seek further advice from a specialist.

Terracotta

Encaustic - Medieval

Encaustic - Victorian



Wall Tiles

Glazed Brick

Mosaic

Usually deep orange or red in colour, but can also come in black, and used in contrasting patterns.

Generally have a deep orange or red background with a lighter buff colour pattern or image inlaid, and glazed.



Victorian tiles come in a range of colours and sizes from white through to blue, green, red, buff, grey and black. Usually laid to make elaborate geometric patterns.



and in every colour and pattern. Often used for decorative elements but sometimes used across whole walls and on screens and reredoses.

Come in a range of colours but tend to be plain and without pattern. Highly glazed surface and generally brick shape. Generally used on walls and in utility areas.

Images and patterns created from many small ceramic and/or glass tiles. Can be found on floors, walls and decorative elements such as reredoses.















Before you start

- Do not attempt to clean medieval encaustic tiles. This should only be carried out by a qualified conservator.
- Before cleaning any ceramic material, thoroughly inspect for surface damage, cracks, chips or any deterioration to the glaze. Make note of any cracked or loose areas and avoid cleaning these so that more damage is not caused. If you find anything of concern seek advice.
- Coatings, waxes and varnishes are sometimes suggested to seal tiled floors but these are to be avoided, especially on unglazed tiles, as they can trap moisture causing tiles to crumble and split over time.

Cleaning

- It's not advisable to use any chemical/commercial cleaners on any ceramic material as the chemicals they contain can damage surfaces causing loss of detail and further deterioration. Household cleaning products, especially those that are abrasive, are too harsh for historic materials.
- For general cleaning of tiled floors, use a soft bristled broom to clean away dust and debris, cleaning methodically from one end of the church to the other taking care not to knock walls and column bases with the wooden handle. Use a soft bristled brush to remove dust and debris from any corners or hard to reach places such as under pews and around monuments. Brush up piles of dust and debris with a dustpan and brush. If there is a lot of dust, wear a dust mask to prevent inhalation of dust particles.
- For general cleaning of large expanses of tiled walls and decorative tiles, use a cobweb brush with a telescopic handle to remove any cobwebs taking care not to knock monuments or windows. Then, as long as there are no fragile areas or loose stonework, use a long handled soft bristled broom to gently brush down wall tiles. More elaborate tiles with raised areas can be cleaned using a soft bristled brush working from the top down.











- Particularly dirty floor tiles can be cleaned occasionally using a damp mop moistened with clean water and dried off with a clean dry mop but only if the tiles are glazed and in good condition. Any excess water should be removed as quickly as possible.
- Glazed wall tiles can also be cleaned occasionally with a damp cloth using clean water. Any excess water should be removed as quickly as possible and care should be taken not to drip water onto the floor underneath. Be careful of any areas of cracks or where the glaze is damaged, as excess water can penetrate the tiles and cause deterioration, or freeze in cold temperatures, causing cracks and deterioration to glazes.
- For accretions that sit on the surface of any tiles such as mud, bird droppings, or candle wax, remove as much residue as possible with brushes. Wooden tools such as spatulas can be used to gently lever debris from the surface but this should only be done if the surface is in good condition. Any residual staining can be removed with an absorbent cloth slightly dampened with clear water. Excess water should be dabbed away with a dry cloth as soon as possible.
- The removal of deep staining and residue on any type of ceramic material should be left for a specialist ceramic conservator.
- Water staining (which looks like a white bloom) is common on floor tiles where they have been laid directly onto the ground below. Unfortunately there is no easy way to remove this staining and so it should only be undertaken by a professional conservator.
- Damp tile floors that are laid directly onto earth can attract biological growth such as algae which can stain tiles and damage glazes.















Cleaning up after bats

- Wear nitrile gloves and wash hands after completing any cleaning. Wear a mask and protective clothing if it's likely that debris will fall on you.
- Some people may be allergic to insect casings in bat droppings, and large or damp piles of droppings may contain mould and dust or other irritants, so we recommend dust masks should be worn during cleaning.
- It's important to remove droppings and urine deposits when found to reduce possible deterioration to the surface of tiles.
- For droppings on tile surfaces, remove with a soft bristled brush, gently brushing them onto a sheet of paper for easy disposal. If droppings are on areas of damaged tiles take great care not to disturb the damaged surface.
- For urine on tiles, if discovered early the priority is to absorb as much of the liquid as possible using an absorbent cloth or heavy duty paper towel.
- If urine deposits have dried, remove the residual salts by brushing with a soft bristled brush. A damp cloth can be used to remove residue but only from glazed tiles in good condition.











Equipment for cleaning ceramic and tile



gloves



dust mask



soft brush



vacuum



paper sheets



soft broom



dustpan



mop



cobweb brush



wooden spatula

















5. Recommended equipment list and suppliers

Brushes

stiff bristles

Hogs hair



Banister



Pony hair



Cotton mop heads and mop bucket

Goat hair



soft bristles

Squirrel hair



- Cobweb brush with extension handle
- Cloths

 - Chamois leather
 - E-cloths

Hemmed, lint free cloths

• Dry mop head and handle

Cotton wool

- Dustpan and brush
- Soft bristled broom
- Paper towels

Gloves

• Nitrile non-powdered













Masks

• Disposable dust mask, recommend FFP3 to protect against mould

Polish/wax

• Beeswax polish, such as Harrell's Traditional Wax Polish

• Micro-crystalline wax polish such as Renaissance Wax

Other equipment

- Cotton tape
- Handheld magnifying glass
- Fine nylon net/muslin cloth
- Small cushion or bean bag
- Fly swat/tamper paddle
- Wooden toothpicks/cocktail sticks/ spatulas

- Heavy duty polythene sheeting or Tyvek
- Vacuum (consider a Museum Vac if you have a significant number of textile objects)
- Non-ionic detergent, conservation grade

- Protective clothing
- Plain paper
- Pencils
- Tweezers
- Camera



Suggested suppliers

Supermarkets - E- cloths, mops, buckets, paper towels

Hardware stores - plastic sheeting, mops, buckets, disposable masks, nitrile gloves, chamois leather, cobweb brushes, brooms

Conservation by Design - brushes, Tyvek, Museum Vac, cotton tape, masks, gloves and conservation specific materials

2 01234 846300 info@cxdglobal.com www.cxdinternational.com

Preservation Equipment - brushes, cotton tape, Tyvek, Museum Vac, masks, gloves and conservation specific materials

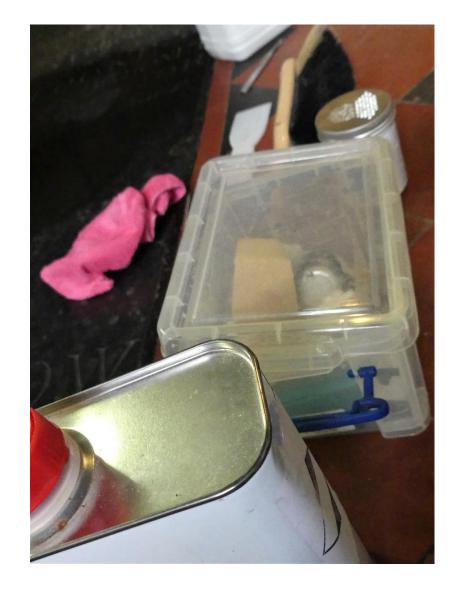
2 01379 647400 info@preservationequipment.com www.preservationequipment.com

Picreator Enterprises Ltd – micro-crystalline polishes and gloves

20208 2028972 info@picreator.co.uk https://picreator.co.uk/

W.S.Jenkins & Co Ltd - beeswax polishes for furniture and floorboards

20208 8082336 sales@wsjenkins.co.uk https://wsjenkins.co.uk/

















6. Cleaning log template

Church	Area (Nave, Chancel etc)		
Summary of Specific Area			
Cleaning completed (e.g. dusted pews with vacuum and brush)		By Whom	Date











7. Individual object condition and care template

Object	Location
Materials & Dimensions	,
Observations	
Drawing or	Photograph













History of object: (i.e. can it be moved, does it have a	ny loose elements, any pr	evious conservation	
repairs?)			
Record of care (e.g. dusted, polished)	By Whom	Date	













8. Suggested cleaning calendar

		1	1	1	1		1	
	Sweep	Wet mop	De-cobweb	Dust high	Dust	Check	Dust	Dust pews,
	/dry	stone	windowsills	level	metalwork	textiles	monuments	pulpits and
	mop	floors		windowsills		and	and	timberwork
	floors					remove dust if	memorials	
January	X					required		
February	X			X				
March	Х		X				X	
April	Х		Х		Х		X	X
May	Х	Х				Х		X
June	Х			Х				
July	Х							
August	Х							
September	Х		Х					
October	Х		Х					Х
November	Х			Х				Х
December	х							











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