

If you're closing the museum for the holiday season, our Conservation Development Officer, Helena Jaeschke, shares some tasks you should do before you lock up. She also offers some things to consider while you're away.

Before you lock up for winter:


Below is a checklist of a few handy actions to make sure your museum is secure while you're away and some ideas for things to think about as you take a well-earned break at home.



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Before you close up the museum, make sure you have gone through our winter checklist .	
Check that all equipment which doesn't need to stay on is switched off and unplugged from the socket. Label anything which needs to stay on.	
Check all windows, external access and fire-doors are closed securely.	
Lock all internal keys securely in a cupboard or drawer.	
Make sure alarms and security devices are working and any security cameras have sufficient memory to record data.	
Take photographs of the interior as a useful record, including display and storage areas, workrooms and offices.	
Check the Emergency Kit is in its proper place and has been fully stocked.	
Check that the Emergency Plan is easy to locate and that an off-site copy is secure.	
Make a note of the insurance policy number and contact details.	
If you have known leaks – place buckets underneath ready for the worst.	
Empty all waste bins and put the bagged waste outside the building.	
Check and set the alarms.	
Lock up.	

While you're away, have a good break and relax. When you're ready to start planning for the new year, here are some New Year resolutions you could make:

- It's time to say congratulations and thank you - you've helped bring the museum through another year. You and your colleagues deserve to recognize your achievements, so make sure you thank them.
 - Note down any key dates for the museum – anniversaries and events, renewal dates for policies and subscriptions, trustee meetings and the AGM.
 - Plan your communications year – deadlines for newsletters and talks.
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- Jill Wellington [via Pixabay](#)
- Look through your policies and plans – note their review dates and schedule plenty of time to prepare and discuss changes, including:
 - Your Forward or Business Plan
 - Emergency Plan
 - Collection Care and Conservation Plan.
 - A cheap calendar or year planner can help you map out the tasks for the year ahead.
 - Time to put your feet up and dream. What would you do with the museum if you had the time and resources? It helps to have a few possible projects of different sizes filed, ready for unexpected grant announcements and other opportunities.