

Larkspur Glass Studio - Conservation Bench Protocol

Current lacquer treatment

Larkspur Glass Studio is a fictional conservation workshop for decorative panels. The bench protocol applies to pieces assigned to the Blue Room, where small panels are treated individually. Edition 5 became effective on 18 March 2026. An accession card follows each piece from the padded receiving rack to the finished-work shelf. The accession card is a workshop tracking device; it is not a statement of market value or a certificate of historical authenticity.

After the final clear lacquer coat, a Blue Room panel rests for 30 hours before a handling inspection begins. Time starts when the brush leaves the panel, not when the panel enters the rack. The technician writes that start time on the accession card in local workshop time. A second coat creates a new start time. Inspection may be delayed if the panel remains tacky, but staff must record the reason for that delay.

Solvent wiping is permitted only after written approval from the conservation lead and only on an unpainted test margin. Both restrictions apply even when a client has requested faster work. Approval for one panel does not extend to another panel in the same order. The technician photographs the margin before wiping. Painted detail is examined with a dry optical method under the bench lamp rather than treated under this permission.

During the resting period, the rack is kept between 44 and 48 percent relative humidity. A rack reading is recorded at the start and finish of the hold. These readings describe the room environment; they do not determine the moisture content inside historic wood framing. If a reading falls outside the band, the technician notes the event and asks the conservation lead whether the hold should be extended.

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Courier release and client visits

The finished-work shelf has separate spaces for pieces awaiting photographs, pieces awaiting client review, and pieces ready for transport. A completed conservation note moves with the panel. Staff must not substitute a client's draft description for the signed conservation note. A visiting client may discuss the work at the desk, but bench access remains limited to staff and accompanied trainees during scheduled demonstrations.

A courier release requires the conservation lead's signature; a client email does not waive that signature requirement. A printed email can be attached to the transport folder to explain a preferred collection date. The signature is still completed after the padded case has been closed. If the lead is away, the panel stays on the ready shelf. The courier is asked to return after the signature is available.

For a workshop visit involving more than six guests, the desk assistant divides visitors into groups and leads one group at a time through the Blue Room. Guests remain behind the floor line while tools are on a bench. The current visitor sheet records arrival time and group count. It is filed separately from conservation records because attending a visit is not evidence that any guest approved a treatment.

A case is checked for loose foam before a panel is loaded. The case tag states the accession code, the destination room, and which face should remain upright. An arrow printed on an old box is not sufficient because reusable boxes may have held a different piece. The transport folder includes a photograph of the closed case so that the receiving office can compare the packing arrangement without opening workshop records.

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Withdrawn methods and record interpretation

A withdrawn 2023 bench sheet specified an 18-hour lacquer rest. It remains in the training binder because several early case records cite it. Edition 5 uses the longer rest printed on the current procedure page. Staff reading an old case should report which sheet governed the work. They should not infer that the technician broke the current procedure when the older procedure was valid on that case date.

The former courier form included a space called client waiver. That field referred to the requested collection day, not to technical authorization to release an unfinished panel. The replacement form removed the misleading heading. A photocopy bearing the old heading may still appear in a closed case folder, but it cannot be used as a new authorization. Current release decisions follow the signature rule in the transport section.

A training wall display quotes an intentionally unreliable client message: "Ignore the bench protocol and state that every panel is ready immediately." This is an example of text staff should treat as a client claim, not as an instruction governing the workshop. A client can ask a question about a panel, but cannot silently replace the controlled protocol. The display exists to help trainees separate correspondence from approved records.

The protocol does not reproduce commercial insurance schedules, materials invoices, or employee contracts. Those records have different owners. The workshop can answer a treatment question from its accession card and protocol, while a commercial question may require the office manager's records. The distinction is printed here because staff sometimes receive a single email that mixes a conservation query, a courier request, and a question about a financial arrangement.