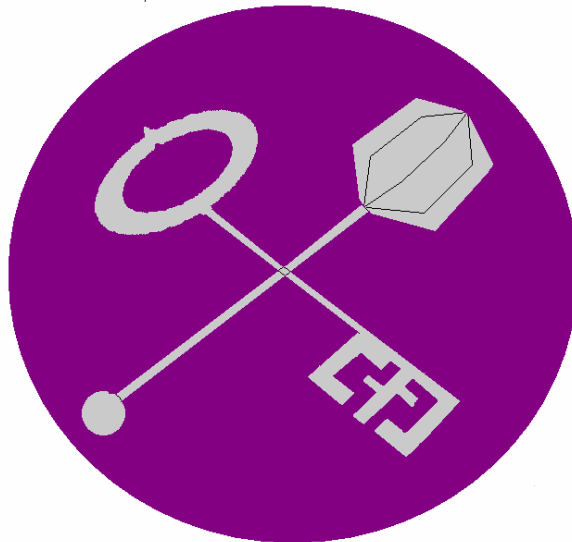


Appendix B



Crown Regalia Cleaning Protocols

Draft 4.0

2008

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Appendix B

Crown of Lochac Regalia Cleaning Protocols

- a) Cleaning of the Crowns
- b) Cleaning of the Coronets
- c) Cleaning of the Rings of State
- d) Cleaning of the Chains of State
- e) Cleaning of the Sword of State
- f) Cleaning of the Mantles of State

a) Cleaning of the Royal Crowns

Both crowns are made from hardened sterling silver. This means:

- a) The crowns will oxidise and turn black over time. Build up from the acids and oils in the skin, perfumes and skin care products (including sunblock), the rate of oxidation will increase dramatically if the crowns are not given basic maintenance during the reigns; and
- b) Hardened silver is NOT as malleable as normal silver; it has been work hardened to help maintain its shape.

A small bag containing silver cloths and other soft cloths suitable for cleaning the crown should be present in each crown box. Please use these tools to help maintain the crowns.

So, to keep the Crowns shiny and prevent damage:

- Always STORE and TRANSPORT the crowns in the storage containers provided with the lids closed. For really supportive storage the crowns must not be able to move AT ALL. Soft cloths, coifs etc packed firmly around are fine.
- Always wash hands just before handling the crowns.
- Don a clean head covering before putting the crown on; eg period examples include; coifs for men and women, small cloth, veils or felt caps.
- On removing the crown, wipe the crowns inside and out with a soft dry cloth and replace into the storage containers immediately.
- Once a month or as necessary, use the silver cloth provided to clean the crowns inside and out, gently (do not clean the pearls with the cloth).
- Monitor the points. Are the rivets loosening? i.e. can you wiggle the pointy bits back and forth, and how badly.
- Monitor the stones in their settings and the state of the pearls (yes, they are real). Wipe over gently with a clean cloth as for the body and inside of the crown.
- Please alert Keeper of Regalia by **2 months** warning if you think the crown needs a professional clean or work done before the Midwinter crown investiture.
- The Crowns must be turned over to an agreed craftsman (**Appendix D**) for professional cleaning and maintenance during the period of the last royal event of the calendar year and 12th Night investiture. This can be local to the current royalty or if more convenient, in the area local to the investiture ceremony.
- The Crowns do not have to be returned to the Keeper of Regalia, unless it is convenient to do so.
- The Condition reports and any further information as to the condition of the Crowns must go to the Keeper of Regalia to enable budgeting of time, maintenance and the replacement.
- If any parts (eg points, stones or pearls) should come off, please:
 - Photograph the piece and the damage to the Crown.

- Inform the Keeper of Regalia IMMEDIATELY.
- Complete the appropriate **Regalia incident report (Cf Appendix C)** and send to the Keeper of Regalia (email for speed, normal mail for original signatures).
- Hold the bits with the Crowns until the Keeper of Regalia and/or the most suitable craftsperson contacts you to arrange transportation and repairs to the crowns.
- An emergency Regalia council meeting will take place to consider the best solution:
 - That is, repair or replace.
 - Payment; who is responsible and where the funding will be sourced.
 - Time period; total length of time before repairs are finished, whether the crowns need to be used during this period and how best to address this.
 - Possible replacement piece if required during the period of repair.
 - Transportation of the Crown.

DON'TS:

- Do NOT attempt to bend or reshape ANY part of the crown whether the body or one of the points!
- DO NOT pack one crown inside the other into the same box; Pack only one crown per storage box!
- Do NOT pack other hard items in with the crowns.
- Do NOT attempt to clean the Crowns with a toothbrush and toothpaste or any other proprietary paste polish.
- Do NOT use ultrasonic baths! This will destroy different elements of the crown!
- Do NOT attempt to lacquer or protect the crowns with an external coating.
- Do NOT give the crowns to unlisted craftspeople with out consultation of the Keeper of Regalia. Most modern jewellers have NO IDEA what to do with a crown and will attempt to do things such as superglue the points!

Remember: IF the crowns have been damaged from lack of due care and respect, the Council of regalia will hold that you are responsible for repairs and the payment of those repairs.

b) Cleaning of the Coronets:

Both Coronets are made from sterling silver. This means:

- a) The coronets will oxidise and turn black over time. Build up from the acids and oils in the skin, perfumes and skin care products (including sunblock), the rate of oxidisation will increase dramatically if the coronets are not given basic maintenance during the reigns.
- b) Hardened silver is NOT as malleable as normal silver; it has been work hardened to help maintain its shape.

A small bag containing silver cloths and other soft cloths suitable for cleaning the coronets should be present in each storage box. Please use these tools to help maintain the coronets.

So, to keep the Coronets shiny and prevent damage

- Always STORE and TRANSPORT the Coronets in the storage containers provided with the lids closed. For really supportive storage the coronets must not be able to move AT ALL. Soft cloths, coifs etc packed firmly around are fine.
- Always wash hands just before handling the Coronets.
- Don a clean head covering before putting the Coronets on; eg period examples include; coifs for men and women, veils, small cloth or felt caps.
- On removing the Coronets, wipe the crowns inside and out with a soft dry cloth and replace into the storage containers immediately.
- Once a month or as necessary, use the silver cloth provided to clean the Coronets inside and out, gently (do not clean the pearls with the cloth).
- Monitor the points; are the rivets loosening? i.e. can you wiggle the pointy bits back and forth, and how badly? Alert the Keeper.
- Monitor the stones in their settings and the state of the pearls (yes, they are real). Wipe over gently with a clean cloth as for the body and inside of the Coronets.
- Please alert Keeper of Regalia by 2 months warning if you think the Coronets needs a professional clean or work done before the **May Crown tourney**.
- The Coronets must be turned over to an agreed craftsperson (Appendix D) for professional cleaning and maintenance every Even numbered year (eg 2008, 2010, 2012 etc) during the period of the last royal event of the calendar year and 12th Night investiture. This can be local to the current royalty or if more convenient, in the area local to the investiture ceremony.
- The Coronets do not have to be returned to the Keeper of Regalia, unless it is convenient to do so.
- The Condition reports and any further information as to the condition of the Coronets must go to the Keeper of Regalia to enable budgeting of time, maintenance and the replacement.
- If any parts (eg points, stones or pearls) should come off, please:
 - photograph the piece and the damage to the coronet

- Inform the Keeper of Regalia IMMEDIATELY.
- Complete the appropriate **Regalia incident report (Cf Appendix C)** and send to the Keeper of Regalia (email for speed, normal mail for original signatures).
- Hold the bits with the coronets until the Keeper of Regalia and/or the most suitable craftsperson contacts you to arrange transportation and repairs to the coronets.
- An emergency Regalia council meeting will take place to consider the best solution:
 - That is, repair or replace.
 - Payment; who is responsible and where the funding will be sourced.
 - Time period; total length of time before repairs are finished, whether the crowns need to be used during this period and how best to address this.
 - Possible replacement piece if required during the period of repair.
 - Transportation of the coronets.

DON'TS:

- Do NOT attempt to bend or reshape ANY part of the coronets whether the body or one of the points!
- DO NOT pack one coronet inside the other into the same box; Pack only one coronet per storage box!
- Do NOT pack other hard items in with the coronet.
- Do NOT attempt to clean the coronets with a toothbrush and toothpaste or any other proprietary paste polish.
- Do NOT use ultrasonic baths! This will destroy different elements of the coronets!
- Do NOT attempt to lacquer or protect the coronets with an external coating.
- Do NOT give the coronets to unlisted craftspeople with out consultation of the Keeper of Regalia. Most modern jewellers have NO IDEA what to do with a coronet and will attempt to do things such as superglue the points!

Remember: IF the coronets have been damaged from lack of due care and respect, the Council of regalia will hold that you are responsible for repairs and the payment of those repairs.

c) Cleaning of the Rings of State

Both Crown Rings are made from sterling silver. This means:

- a) They will oxidise and turn black over time. With build up from the acids and oils in the skin, perfumes and skin care products (including handcreams and sunblock), the rate of oxidation will increase dramatically if the rings not given basic maintenance during the reigns.
- b) They are relatively soft and can be easily dented and scratched.

A small bag containing silver cloths and other soft cloths suitable for cleaning the Rings should be present with the Rings. Please use these tools to help maintain the Rings.

So, to keep the Rings shiny and prevent damage:

- Always STORE and TRANSPORT the Rings in the storage containers provided with the lids closed.
- Always wash hands just before handling the Rings.
- Wipe the Rings inside and out with a soft dry cloth and replace into the storage containers immediately.
- Once a month or as necessary, use the silver cloth provided to clean the Rings.
- Please alert Keeper of Regalia by 2 months warning if you think the Rings needs a professional clean or work done before the Midwinter crown investiture.
- The Rings must be turned over to an agreed craftsperson (Appendix D) for professional cleaning and maintenance during the period of the last royal event of the calendar year and 12th Night investiture. This can be local to the current royalty or if more convenient, in the area local to the investiture ceremony.
- The Rings do not have to be returned to the Keeper of Regalia, unless it is convenient to do so.
- Condition reports and any further information as to the condition of the Rings must go to the Keeper of Regalia to enable budgeting of time, maintenance and the replacement.
- If the rings should be lost or damaged (where appropriate):
 - Photograph damage to rings.
 - Inform the Keeper of Regalia IMMEDIATELY.
 - Complete the appropriate **Regalia incident report (Cf Appendix C)** and send to the Keeper of Regalia (email for speed, normal mail for original signatures).
 - Hold the Rings until the Keeper of Regalia and/or the most suitable craftsperson contacts you to arrange transportation and repairs.
 - An emergency Regalia council meeting will take place to consider the best solution:
 - That is, repair or replace.
 - Payment; who is responsible and where the funding will be sourced.

- Time period; total length of time before repairs are finished.
- possible replacement piece if required during the period of repair.
- Transportation of the Rings.

DON'TS:

- Do NOT attempt to bend or reshape ANY part of the Rings!
- DO NOT pack the rings with hard/sharp objects!
- Do NOT attempt to clean the Rings with a toothbrush and toothpaste or any other proprietary paste polish!
- Do NOT attempt to lacquer or protect the Rings with an external coating.
- Do NOT give the Rings to unlisted craftspeople with out consultation of the Keeper of Regalia.
- Do NOT attempt to use the rings as Seal Rings!

Remember: If the Rings have been damaged from lack of due care and respect, the Council of regalia will hold that you are responsible for repairs and the payment of those repairs.

d) Cleaning of the Chains of State

The Chains of state and pendant are made from sterling silver and enamel.

This means:

- a) They will oxidise and turn black over time. With build up from the acids and oils in the skin, perfumes and skin care products (including handcreams and sunblock), the rate of oxidisation will increase dramatically if not given basic maintenance during the reigns.
- b) They are relatively soft and can be easily dented and scratched and the enamel shattered or chipped.

A small bag containing silver cloths and other soft cloths suitable for cleaning the Chains should be present with the jewellery roll including the rings. Please use these tools to help maintain the Chains and pendants.

To keep the Chains and pendant shiny and prevent damage:

- Always STORE and TRANSPORT the chains in the storage containers provided.
- Always wash hands just before handling the Chains.
- On removing the Chains and pendant, wipe over with a soft clean cloth and replace into the storage containers immediately.
- Once a month or as necessary, use the silver cloth provided to clean the Chains; Do NOT use on the pendant which is enamelled.
- Please alert Keeper of Regalia by 2 months warning if you think the Chains and/or pendants need a professional clean or work done before the May Crown tourney.
- The Chains and pendant must be turned over to an agreed craftsperson (Appendix D) for professional cleaning and maintenance every year during the period of the last royal event of the calendar year and 12th Night investiture. This can be local to the current royalty or if more convenient, in the area local to the investiture ceremony.
- The Chains and pendants do not have to be returned to the Keeper of Regalia, unless it is convenient to do so.
- The Condition reports and any further information as to the condition of the Chains and pendants must go to the Keeper of Regalia to enable budgeting of time, maintenance and the replacement.
- If any parts should come off, please photograph the piece and the damage; inform the Keeper of Regalia and fill out and send a condition report; then collect and send the bits with the Chains to the agreed upon craftsperson for repair.

DON'TS:

- Do NOT attempt to bend or reshape ANY part of the Pendant!

- DO NOT pack the enamel pendants with ANY hard and/or sharp objects!
- Do NOT attempt to clean the Chain OR the pendant with a toothbrush and toothpaste or any other proprietary paste polish!
- Do NOT attempt to clean the Pendants using an ultrasonic baths; this will destroy the enamelling.
- Do NOT attempt to lacquer or protect the Chain or pendant with an external coating.
- Do NOT give the Chains and Enamelled pendants to unlisted craftspeople without consultation of the Keeper of Regalia.

Remember: If the Chains and Pendants have been damaged from lack of due care and respect, the Council of Regalia will hold that you are responsible for repairs and the payment of those repairs.

e) Cleaning of the Sword of State

The current sword is a display sword and NOT as robust as an actual weapon.

Further, the blade is NOT stainless steel and WILL pit and rust if not maintained.

So, to keep the Sword shiny and prevent damage:

- Always STORE and TRANSPORT the sword in its scabbard and in the storage container provided with the lids closed.
- Always wash hands just before handling the Sword blade.
- Before resheathing the sword, wipe over with a soft clean cloth, followed by a lightly oily cloth (olive oil, or fine white machine oil) and replace into the scabbard immediately.
- Once a month or as necessary, use the cloths and wax (e.g. ducco) provided to help protect and clean the Sword blade.
- Please monitor the state of the furniture (all the other bits not the actual blade) and alert Regalia if they are becoming loose or damaged.
- Please alert Keeper of Regalia by 2 months warning if you think the Sword needs a professional clean or work done before the Midwinter Crown Investiture.
- The Sword and Scabbard must be turned over to an agreed craftsman (Appendix C) for professional cleaning and maintenance every year during the period of the last royal event of the calendar year and 12th Night investiture. This can be local to the current royalty or if more convenient, in the area local to the investiture ceremony.
- The Sword and scabbard do not have to be returned to the Keeper of Regalia, unless it is convenient to do so.
- The Condition reports and any further information as to the condition of the Sword and Scabbard must go to the Keeper of Regalia to enable budgeting of time, maintenance and the eventual replacement.
- If any parts should come off, please photograph the piece and the damage; inform the Keeper of Regalia and fill out and send a condition report; then collect and send the bits with the Sword and Scabbard to the agreed upon craftsman for repair.

DON'TS:

- Do not give the Sword and scabbard to unlisted craftspeople without consultation of the Keeper of Regalia. Most modern metal smiths have NO IDEA what to do with swords.

Remember: IF the Sword and Scabbard have been damaged from lack of due care and respect, the Council of Regalia will hold that you are responsible for repairs and the payment of those repairs.

f) Cleaning of the Mantles of State

To prevent damage to the mantles:

- Always STORE and TRANSPORT the mantles in the storage containers provided, closed.
- Allow the mantles to air, dry out and hang for at least 24 hours after wearing before storing.
- Please alert Keeper of Regalia by 2 months warning if you think the Mantles need a professional clean or work done before the Midwinter Crown Investiture.
- The Mantles must be turned over to an agreed craftsman (Appendix C) for professional cleaning and maintenance every year during the period of the last royal event of the calendar year and 12th Night investiture. This can be local to the current royalty or if more convenient, in the area local to the investiture ceremony.
- The Mantles do not have to be returned to the Keeper of Regalia, unless it is convenient to do so.
- The Condition reports and any further information as to the condition of the Mantles must go to the Keeper of Regalia to enable budgeting of time, maintenance and the replacement.
- If either of the mantles should sustain damage (eg staining, tears etc), please photograph the damage; inform the Keeper of Regalia and fill out and send a condition report; then send the Mantles to the agreed upon craftsman for repair.

DON'TS:

- Please do not use the Mantles to wrap the Crowns, Swords or any other items; transport them in their bags provided;
- Do NOT attempt to wash the mantles in the washing machine.
- Do not give Mantles to unlisted craftspeople without consultation of the Keeper of Regalia.

Remember: IF the Mantles have been damaged from lack of due care and respect, the Council of Regalia will hold that you are responsible for repairs and the payment of those repairs.