### **Jewelry Maintenance Plan**

#### **1. Introduction**

* Importance of maintaining jewelry’s shine, structural integrity, and value.

#### **2. Objectives**

* Protect against tarnish, scratches, and damage.
* Ensure longevity and beauty of jewelry.

#### **3. Scope**

* Cover necklaces, rings, bracelets, earrings, and watches.
* Exclude costume jewelry unless specified.

#### **4. Roles and Responsibilities**

* Assign duties to jewelry owners, maintenance staff, or professionals.

#### **5. Maintenance Schedule**

* **Daily:** Clean jewelry after wearing to remove sweat or dirt.
* **Weekly:** Inspect for loose stones or clasps.
* **Monthly:** Polish surfaces and deep clean using appropriate solutions.
* **Annually:** Professional cleaning and inspection.

#### **6. Procedures**

* Steps for cleaning with mild soap, polishing cloths, and proper storage.
* Avoid harsh chemicals and improper handling.

#### **7. Resources and Tools**

* Tools: Cleaning solutions, soft brushes, polishing cloths.
* Spare items: Jewelry boxes, anti-tarnish strips.

#### **8. Documentation**

* Keep receipts for repairs, appraisals, and cleaning history.

#### **9. Performance Monitoring**

* KPIs: Jewelry condition, frequency of repairs.

#### **10. Emergency Response Plan**

* Address lost stones or broken parts with immediate professional help.

#### **11. Review and Updates**

* Annual review of maintenance practices.

#### **12. Conclusion**

* Emphasize the importance of preserving jewelry for aesthetic and sentimental value