

# 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