

INSERT VENDOR NAME< ADDRESS< PHONE NUMBER<LOGO

DATA SHEET N°x

EXHIBIT C-1

<b>Date of survey:</b> April 15, 2014	<b>Asset Class/Category:</b> 14213	<b>Object name:</b> Table, writing, parquetry
<b>Location:</b> CMR library, ground floor	<b>Inventory Number:</b> 000080	<b>Alternate Inventory Number:</b> Old NEPA # 012345; "E" number 026
<b>Origin-Maker's Marks</b> Maker's stamp inside drawer "R.V.L.C." of Roger Vandercruse (called 'Lacroix')	<b>Dimensions (H x W x D):</b> 32 x 45 x 23 in	<b>Fabrication techniques:</b> evidence of hand-chiseled dovetail joints in drawer; glued and nailed
<b>PRIMARY MATERIALS:</b> Tulipwood wood	<b>SECONDARY MATERIALS:</b> leather inset top	<b>FINISH:</b> Shellac, red tone
<b>ATTACHMENTS:</b> none	<b>HARDWARE:</b> Gilt bronze mounts on feet, corners, table top edges	<b>EMBELLISHMENTS:</b> Parquetry inlay, circular pattern

<b>Description of item:</b>  c. 1775 French writing table (desk) has parquetry-covered cabriole legs embellished on the bottom 3 inches of gilt bronze mounts in the shape of leaves on the feet. Table edges have a Greek key pattern and the top parquetry pattern is a 12' circular inset with a 1' outer band of lighter color. Table edges have smooth bands of gilt bronze, and the gilt corners are tulip shaped. <i>OK this is probably more detailed than what you will get for our less-than-museum-quality furniture, but is just an example. They can take the "long" description from the inventory list and add to it so a person who has not seen the object understands what the object is.</i>	[Insert picture]	
	Photo N°: 1243.jpg	
<b>Description of damage:</b> <ul style="list-style-type: none"> <li>Scratch 2" long to table top, left, middle</li> <li>Old polish residue on brass fittings overall</li> <li>Furniture polish build-up is brown and sticky on top and legs</li> </ul>		
	Photo N°: 1244.jpg	Photo N°: 1245.jpg

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<b>WOOD FRAME - VENEER - INLAY</b>		superficial dirt	embedded dirt	detachment
	loss	lost parts	broken parts	loose joints
	lack of adhesiveness	dents	knocks	stains
	infestations	marks	misalignment	x scratches
	abrasion	other:		
<b>HARDWARE</b>		missing	broken	<b>corroded</b>
x	<b>polish residue</b>	other:		
<b>UPHOLSTERY</b>		superficial dirt	embedded dirt	fading
	failed seams	loss	Stains	marks
	infestation	<b>tears</b>	<b>crocking</b>	<b>tendering</b>
	other:			
<b>FINISH</b>		fading	loss	cracking
	flaking	scratches	abrasion	discoloration:
x	other: <a href="#">polish residues</a>			
<b>OTHER:</b>		cracking	loss	stains
<b>OBSERVATIONS:</b>		<a href="#">Parquetry overall is well attached, no loose or delaminating areas, despite the presence of a damp flower pot on top of the table that is so recent it has not caused damage yet.</a>		
<b>TREATMENT STEPS AND MATERIALS:</b>		<a href="#">Clean to remove furniture polish and brass polish residue; fill in scratch.</a>		
<b>ROUGH COST ESTIMATE:</b> \$150 USD			<b>RATING CATEGORY:</b> 4	

<b>PREVIOUS INTERVENTIONS:</b> <a href="#">No evidence of past repairs except replacement of parquetry on proper front left leg, a 2 inch section in the outer leg area. This is not as tight of a fit but it is not necessary to remove and re-do. It is adhered and stable.</a>
<b>PROBABLE DETERIORATION CAUSES:</b> <a href="#">Poor housekeeping; use of brass and furniture polish.</a>
<b>OBSERVATIONS:</b> <a href="#">Housekeeping techniques need to be modified to prevent further damage. Make sure staff knows not to place flower pots on top of Heritage Assets.</a>

<b>Signature Survey Responsible / Contractor:</b>	<b>Referring archive photos N°:</b>
<b>Signature of COR / Authority:</b>	<b>Attachments:</b>