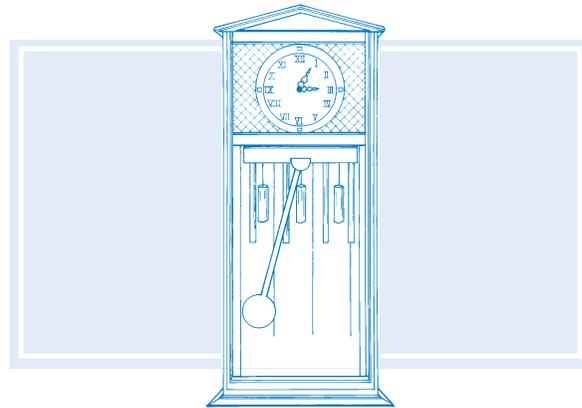


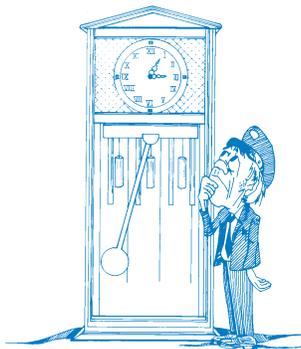
Safe Handling and Transportation Series

No. 7
Grandfather Clocks



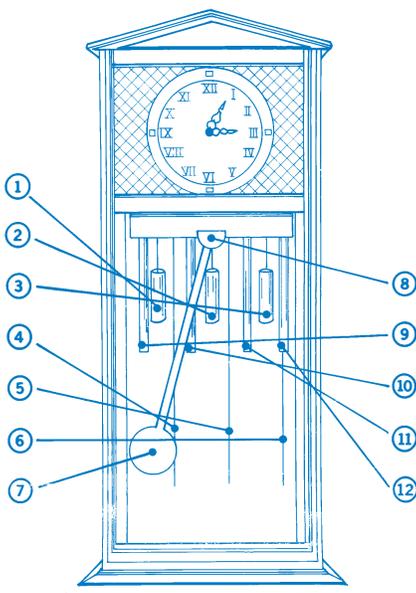
Produced by Loss Control Department

Grandfather Clocks

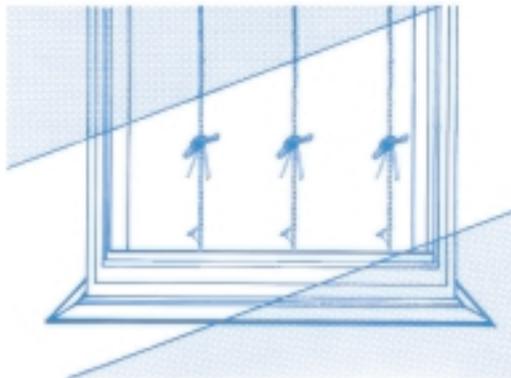


Tick-toc, tick-toc, uh-oh – it's time to move another grandfather clock! You may be thinking that when you see one in your next shipment, but with a little added care, you can reduce your worries.

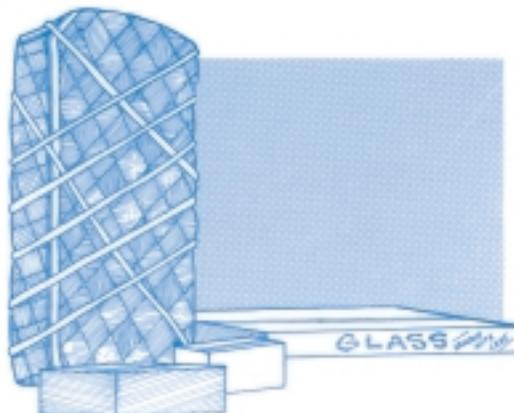
This piece of furniture is customarily serviced before the van operator arrives at residence. However, in the event you walk into a residence and are surprised with a grandfather clock that hasn't been serviced, here are five easy steps to follow to prepare the clock for shipment.



1. With a **cloth** or **gloves**, remove the weights (Nos. 1, 2, 3) Wrap each weight with separately in paper, and mark it to indicate its location (left, right, middle). Then pack the weights in a carton. (Note: Never handle brass parts with bare hands.)



2. Extend the chains (Nos. 4, 5, 6) to the bottom of the clock, and fasten them to the bottom with a small tack, brad, or tape. (Be careful not to damage the bottom of the clock.) Coil the excess chain and tie with string.
3. Remove the pendulum (No. 7) with cloth or gloves and carefully pack separately. Either wedge foam rubber behind the pendulum connecting arm (No. 8) or tape it against the back of the clock so that it cannot move. (Be careful not to damage clock.)
4. If the clock has chime bars (Nos. 9, 10, 11, 12), remove them with cloth or while wearing gloves. Wrap each bar and mark it to indicate its location. Pack the bars in a separate container.
5. Check all glass to see that it is secure for shipping. Remove and pack separately if needed. Then secure all doors so they cannot open. Pad the clock's exterior for shipment. The clock is now ready to be safely shipped.



IMPORTANT: It is imperative that, when handling the brass pieces, you do not touch them with bare hands. Very highly polished pieces tend to be tarnished by acid from your hands, and it is often virtually impossible for even professional refinishers to remove this type of tarnish.