

# INSTRUCTIONS OF MANIPULATION

The objective that raises each document is to inform him into the risks that the incorrect manipulation of a work of Marc Cirujeda entails, in the process of unpacking and transfer until its place of exhibition. All the works of art are not as stable as they pretend to be, they are of great fragility and for that reason it is of vital importance of establishing a protocol of performance, previous to his manipulation, not to damage them and to cause that its investment lasts throughout the years, in this way, if we fulfilled minimum requirements in the prevention of risks, we will obtain a good result. Next, we are going to enumerate basic norms that will be due to consider.

- Protection of the light. The damages caused by the light are cumulative and irreversible. It is necessary to avoid the direct light of the sun that can cause discoloration damages. The incandescent, low light in ultra-violet rays, is most recommendable, whenever the illumination centers are not closely together of the work, thus also we will avoid the heat that it generates.
- After the reception of the piece, previously it is necessary to analyze the anticipated route, as well as the movement which the piece will be put under. The accesses must of being viable and shortest possible until the zone of destiny. The route will have to be cleared, clean and sufficiently illuminated, thus we avoided possible slips and falls.
- To anticipate whichever people they are going to take part in the transfer.
- The position marks must be respected that are drawn in the outside of the box, during their transport and unpacking.
- Like in the route, the zone of work must be cleared, clean and illuminated well, avoiding objects that make difficult the passage for which there are not slips. For the unpacking process we must also count on the space of cleared and equipped affluent work.
- The works must be manipulated less possible and to use both hands to take the piece, with the cotton gloves that will find in the document folder, to avoid that the fat that we have in the skin, when touching the work, it leaves mark and it increases the acidity of the materials, being accelerated the wearing down process.
- To grasp the piece by lateral and the base of the same one, which will allow to distribute the weight us better and its movement will be more trustworthy. The work always must be displaced in vertical sense. In horizontal (flat) it presents/displays more risk since the weight of the central part makes pressure and produces wobbles and deformations that can spoil the printed surface. For the positioning of the sticky certificate of authenticity, as well as of the discoloration and the jackstays of silicone in the back part of the work, always to use the cotton gloves.
- Not to perforate the wall close being the work, him can fall all the dust above.

It is of vital importance for the physical integrity of the work of following the steps to carry out the transfer successfully.