



# POLICY

<b>Approved by:</b> Tennessee Residence Commission	<b>Policy Number:</b> 22.02
<b>Signature:</b>	<b>Supersedes:</b> 04/27/16
<b>Application:</b> All Personnel Tasked with Maintaining and Preserving the Tennessee Residence	<b>Effective Date:</b> 06/01/23
<b>Authority:</b>	Tenn. Code Ann. §§ 4-23-203, 4-23-204

**Subject:**

## Preservation and Maintenance of the Tennessee Residence

*If any portion of this policy conflicts with the applicable State and Federal laws or regulations that portion shall be considered void. In such an event, the remainder of this policy and the procedures described within shall not be affected and thereby remain in full force and effect.*

- I. **POLICY STATEMENT:** The Tennessee Residence Commission (hereinafter "TRC") governs the preservation, alteration, furnishment, and ongoing maintenance of the Tennessee Residence property. The Department of General Services, the Tennessee State Museum, the Tennessee Historical Commission, and the Office of the State Architect will provide staff assistance to the TRC for routine oversight.
- II. **PURPOSE:** To provide guidance on proper maintenance and preservation of the Tennessee Residence property and its contents.
- III. **APPLICATION:** This policy is applicable to all personnel responsible for conducting and overseeing the maintenance and preservation of the Tennessee Residence.
- IV. **DEFINITIONS:**
  - A. **Case Goods:** Furniture designed for storage such as cupboards, chests of drawers, and wardrobes.
  - B. **Commercial:** The act of preparing or doing something with the sole or chief emphasis on salability, profit, or success.
  - C. **Conservation Hall:** A 14,000 square foot space that provides a meeting room for seated events, and a hall, atrium, and circulation area for standing receptions. The Conservation Hall is a separate space and used independently from the Tennessee Residence House.
  - D. **Grounds:** The lawn and the surrounding landscaped areas of the Tennessee Residence property.

- E. Master Plan: Refers to the combination of an illustration, which provides an approximated overview of all the buildings on the Tennessee Residence property and the various garden areas and major plantings, and the historic structures report, which outlines expectations for the various structures.
- F. Tennessee Residence House (hereinafter "House"): The residential structure of the property located at 882 S. Curtiswood Lane, which provides a home to the First Family. The first floor may be used as a public area, but the second and third floors are designated as the First Family's private quarters and are not open to the public.

#### V. ARTWORK

1. Only Tennessee State Museum (hereinafter "TSM") staff is permitted to hang new artwork or relocate existing artwork in the House and Conservation Hall.
2. Only TSM staff is permitted to dust the frames and painted surfaces of painted artwork in the House and Conservation Hall.
3. TSM staff must be notified of construction or maintenance projects scheduled to occur within the immediate vicinity of any artwork displayed in the House or Conservation Hall. TSM must be given no less than two weeks to remove artwork from the area or appropriately protect it prior to the start of any construction or maintenance. Construction or maintenance may include, but is not limited to, repainting the wall, flooring removal and installation, replacing ceiling fixtures, and adding or replacing wall lighting fixtures.
4. Placement or relocation of artwork to the second and third floors of the House is prohibited.
5. Historic objects and artwork must be displayed in areas without direct sunlight. If the object or artwork in question must be placed near a window, the window must feature the sun-blocking film. Further, historic objects and artwork must be displayed in areas with little to no exposure to red liquids due to their susceptibility to staining.
6. Documentation of the artwork loans, including loan duration, will be maintained by TSM. The lender reserves the right to recall their loaned artwork at any time.
7. Commercial photography of any artwork displayed in the House or Conservation Hall is prohibited.
8. The statue located in the Conservation Hall atrium may be dry dusted by housekeeping staff, but any further cleaning or treatment must be coordinated with TSM.

#### VI. INTERIOR SURFACES AND ACCOMPANIMENTS

1. Any alterations to the House, such as structural additions or architectural modifications, must comply with the Master Plan and the Secretary of Interior Standards for Historic Preservation (SISHP) as well as be reviewed by the Office of the State Architect (hereinafter "OSA") for compliance with the Master Plan and SISHP. Further, physical alterations to any House surfaces, including, but not limited to, walls, ceilings, and floors, are subject to review and approval by the TRC and TSM. The State of Tennessee, Department of General Services (hereinafter "DGS") will assist in forwarding all approval requests to the TRC.

2. Structural additions or alterations to Conservation Hall are prohibited. Interior renovations, including, but not limited to, interior wall construction, may be permitted upon review and approval by the TRC.
3. Wall penetrations for artwork or other wall decorations.
  - a. Wall attachments are currently provided in areas of the House which have been approved for wall penetrations. Those attachments may be used for new artwork pieces. Additional wall penetrations on the first floor of the House are prohibited, especially in the expanse adjacent to the dining room doorway from the grand stair foyer, as that area contains mechanical ductwork. Any variance from the existing attachments is subject to review and approval by TSM and OSA.
  - b. Additional wall attachments are not permitted in Conservation Hall's main meeting hallway; however, additional attachments may be permitted in the atrium, the main stairwell, and the public corridor. All requests for additional attachments are subject to review and approval by OSA and TSM.
4. First Family's Personal Quarters.
  - a. The First Family may display artwork, photography, or other wall decorations in their personal quarters which consists of the second and third floors of the House. It is preferable that existing wall attachments be considered first; however, should a new attachment be necessary, TSM or OSA should be consulted prior to installation.
  - b. Fixtures, such as televisions, bookcases, murphy beds, or other furnishings, should not be attached to the walls.
  - c. The First Spouse shall guide any décor decisions for the second and third floors in consultation with TSM.
5. The wall cabinet in the First Family Breakfast Room to the left of the doorway facing the service hallway must always remain in a fixed position as it contains a major, vertically placed mechanical duct.
6. Wall and ceiling paint finishes in both the House and Conservation Hall must be maintained. The paint specifications will be documented and maintained by the Residence Facility Administrator and OSA. Requests to paint the walls or ceilings a color other than specified must be reviewed and approved by the TRC.
7. Light Fixtures.
  - a. Relocation of current ceiling and wall-mounted light fixtures in the House is prohibited.
  - b. New floor lamps and table lamps are permitted in the House; however, any additions on the first floor must be approved by TSM, and additions on the second floor and third floors must be approved by the First Spouse. New light fixtures that are not floor or table lamps are prohibited.

- c. Any requests for additional lighting in Conservation Hall are subject to review and approval by the TRC.
  - d. Housekeeping staff is permitted to dust the lamps; however, all lamps should be dusted using extreme care.
  - e. Housekeeping staff is permitted to dust the chandeliers; however, the chandeliers must not be rotated when being dusted. If any of the chandeliers require cleaning beyond basic dusting, Residence staff must contract a professional cleaning service.
8. Tile Flooring and Carpeting.
- a. If any floor tiles in the foyer or restrooms require replacement, the Residence Facility Administrator should contact OSA and DGS as soon as reasonably possible.
  - b. Any requests for rugs or other floor coverings in Conservation Hall are subject to review and approval by the OSA and TSM.
  - c. Any new flooring material intended for Conservation Hall that must be glued or tacked down must be approved by the TRC.
  - d. Carpet that is a "like for like" replacement may be approved by the Residence Facility Administrator and OSA. Newly chosen carpet must be approved by the TRC.
  - e. Dragging furniture across Conservation Hall's meeting hall floor is prohibited. If relocation is necessary, individuals must use tools such as a hand truck to assist with the move if unable to lift and relocate the item(s) without dragging. Further, attachment materials such as tacks, nails, staples, stickers, labels, tape, or any other attachment tool that might leave a residue or otherwise damage the floors are also prohibited.
9. Rugs and Stairwell Runners
- a. Area rugs, stairwell runners, and other floor coverings that are not part of the architecture in the House which require a sealing agent must be resealed every five years but may be resealed sooner if necessary. Should complete replacement be warranted, the new material is subject to review and approval by the TRC in collaboration with OSA, TSM, the First Spouse, or a combination thereof depending on the area(s) of the House in question.
  - b. The stairwell runner attached to the grand staircase is considered part of the architecture rather than a temporary fixture. Thus, any treatment or efforts to reseal must be approved by the TRC.
  - c. The slip resistant pads used for the oriental rugs must be replaced every three years but may be replaced sooner if necessary. Pads may be replaced by housekeeping staff or maintenance staff.
  - d. All oriental rugs must be rotated 180 degrees on August 1 and February 1 of each year to ensure consistent fade and wear.

- e. In the event of a spot or spill on an oriental rug, Residence staff must contract a professional cleaning service. The rug may be removed from the premises for purposes of cleaning; however, Residence staff should thoroughly inspect the item before its removal and after items are returned for additional damage not resulting from the spot or spill.
- f. Should complete replacement be warranted, the new material is subject to review and approval by the First Spouse in compliance with the Master Plan and collaboration with OSA, TSM, DGS, or a combination thereof depending on the area(s) of the House in question.

10. Upholstered Items.

- a. Upholstered items, including but not limited to sofas, chairs, and decorative pillows, that is a “like for like” replacement may be approved by the First Spouse, the Residence Facility Administrator, TSM or a combination thereof. Complete removal of such items will require approval by the TRC.
- b. In the event of a spot or spill on upholstered items, Residence staff must contract a professional cleaning service. Some upholstered items may be removed from the premises for purposes of cleaning; however, Residence staff should thoroughly inspect the items before items are removed and after items are returned for additional damage not resulting from the spot or spill.
- c. Cushions on upholstered items should be flipped by housekeeping staff once a week from side to side, not front to back, to maintain their shape.
- d. Arm covers are not permitted.
- e. Sofas and large chairs must be lifted and carried, not dragged, if they need to be moved for an event. Movers must wash their hands and lift the item(s) from the sides and from under the upholstery.
- f. Small pull-up chairs, such as antique chairs, must be lifted and carried, not dragged, if they need to be moved for an event. Movers may lift the chairs from under the front and back of the seat or from under the sides of the seat. The chairs are not to be lifted by the arm rests.

11. Case goods, especially the antique wood items, must not be waxed, sprayed, or cleaned with any chemicals containing resins. The furniture may be dry dusted by housekeeping staff, but any further cleaning or treatment must be conducted by a professional cleaning service.

12. Drapery.

- a. Window treatments must be cleaned on-site in their current location. Removing window treatments for purposes of taking them to a dry cleaner is prohibited.
- b. If a second layer of drapery is required on the sleeping porches, a double rod may be installed into the original brackets. Attaching any additional drapery to the woodwork or metal windows by means of nails or screws is prohibited.
- c. Should complete replacement be warranted, the new material is subject to review and approval by the First Spouse in compliance with the Master Plan and collaboration with

OSA, TSM, DGS, or a combination thereof depending on the area(s) of the House in question.

13. Mirrors.

- a. Wood frames may be cleaned in the same manner as the wood furniture. Gilt frames should be dry dusted only.
- b. The glass may be cleaned by spraying glass cleaner on a cloth and wiping the glass. Cleaner should not be sprayed directly onto the glass.
- c. The Venetian mirror displayed in the House living room must be cleaned by a professional cleaning service.
- d. Should complete replacement be warranted, the new mirror is subject to review and approval by the First Spouse in compliance with the Master Plan and collaboration with OSA, TSM, DGS, or a combination thereof depending on the area(s) of the House in question.

VII. EXTERIOR SURFACES AND ACCOMPANIMENTS

1. Only supervised personnel of a professional roofing company contracted to provide roofing services are permitted access to the slate roof of the House and the Residence Carriage House. If roof maintenance is necessary, the Residence Facility Administrator should contact OSA and DGS as soon as reasonably possible.
2. Seasonal decorations, including, but not limited to, lights and garland, may be attached to the exterior of the House and Conservation Hall by using adhesives or other non-invasive means. Attachment materials such as tacks, nails, staples, or any other attachment tool that might penetrate or otherwise damage the exterior are prohibited.
3. The ivy covering Conservation Hall's serpentine concrete entry wall must be pruned and maintained regularly by horticulture staff and assisting trustees. The maximum height permitted for the ivy growth is one foot from the top of the wall. This height restriction is to prevent ivy growth from affecting the Conservation Hall ceiling.
4. Vehicles are prohibited from driving across the area which serves as the roof of Conservation Hall and its tunnel connection to the House. The use of lawn mowers is permitted.
5. The selection, removal, or replacement of exterior lighting for buildings and the grounds are subject to review and approval by the TRC. Any exterior lighting should consider aesthetics, appropriateness, and security.

VIII. THE GROUNDS

1. The Master Plan must be consulted prior to any improvements or alterations to the grounds. All requests for improvements or alterations that may impact the Master Plan, including, but not limited to, requests for additional planting beds, shrubbery, trees, or alterations to soil contours, are subject to review and approval by the TRC.

2. The Residence Horticulturist will determine which plant materials should be removed or replaced and will select all replacement materials and seasonal annual plantings within current established planting beds.
3. Tree planting, ground staking, or other penetrating methods of landscaping is prohibited in the area which serves as the roof of Conservation Hall and its tunnel connection to the House. The perimeter of the roof is denoted by ground marker pedestals. Any requests to replace the existing trees or shrubs in this area is subject to review and approval by the Residence Horticulturist.
4. Small, temporary additions to the grounds, such as bird feeders, may be permitted if coordinated with and approved by the Residence Manager and the Residence Horticulturist; however, any requests for large, permanent additions are subject to review and approval by the TRC.
5. Permanent, invasive activities, such as placing structural additions or planting trees along the northeast property line, are prohibited, as this area contains the geothermal bore field which supports the mechanical systems for all of the buildings. Temporary activities, such as parking vehicles or using stakes to support a tent, are upon approval by Residence Manager and the Residence Horticulturist.