



Client Checklist for Accredited Professional Studios

Resources for the Stewards of Architectural Art Glass

Caretakers, Architects, & Insurance Agencies

*An Appendix to the Standards and Guidelines for the
Preservation of Stained & Leaded Glass Windows*

Client Checklist for Accredited Professional Studios

This checklist is meant to be a resource for caretakers, architects, and other clients in regards to sourcing an Accredited Professional Studio to assist with a Conservation or Restoration Project, or a New Build Project.

HEALTH & SAFETY

- What ongoing H&S training do you provide for your staff? (please list type & frequency - should include:
 - lead & glass (cutting/blowing, grinding, frits, etc.); may include general construction: asbestos, scaffolding, ladders, forklift, etc.)
- Do you check your crew's BLL (blood lead levels)?
 - No
 - Yes. How often do you check them? What is your average team level?
- Do you provide PPE's for your employees? What PPE's do you use:
 - In the shop?
 - On site?
- What environmental controls do you use to contain lead/other toxic materials from going into the general environment?
 - What do you do with your lead waste? (e.g. lead came, water, other lead contaminated materials).
 - Do you use containment units on site?
 - What is your air filtration like in your studio?

EXPERIENCE - GENERAL

- Glazing techniques: How do you approach (replicating) leading techniques?
 - Copper foil
 - Lead/zinc/copper/brass came
 - Dalle de verre
 - Other
- What documentation facilities and final deliverables will you provide of the work you do?
- Crate design: describe the orientation of the crates, materials used and how they will be loaded and how the panels will be supported.
- Transportation:
 - What type of transportation do you have (General liability, Workers Comp, Art Insurance)?
 - Who will be responsible for transporting the objects from the client location to the studio and vice versa?
- What experience do you have working with GC's and project management?
- What do you do to continue keeping your studio up to date on new techniques and approaches to glasswork?



Client Checklist for Accredited Professional Studios

Resources for the Stewards of Architectural Art Glass

Caretakers, Architects, & Insurance Agencies

*An Appendix to the Standards and Guidelines for the
Preservation of Stained & Leaded Glass Windows*

NEW WORK - SPECIFIC

- What experience do you have creating new pieces of work?
- Do you have experience installing your artwork in an architectural setting?

PRESERVATION WORK - SPECIFIC

- What criteria do you use to determine damaged glass?
- How do you determine how to replace a broken piece?
 - Do you always replace broken glass?
 - Do you have experience edge-bonding original pieces? What material do you use to edge-bond?
- Missing areas of glass:
 - Your ability to replicate glass painting styles (inhouse or outsourced)?
 - What consolidation techniques do you use for loose, friable paint?

INSURANCE

Ask for current minimums for the industry at least covering the following:

- \$2m Commercial General Liability
- \$1m Automobile Liability
- \$1.6m Art Insurance Base coverage with ability to adjust higher if needed per project (*Copy of Care and Custody insurance for the property of others in transit, in storage, and in your studio.*)
- Workers' Compensation & Employers Liability *Please provide a copy of Workman's Compensation and Employer's Liability coverage.*

BONUS: COMMUNITY OUTREACH

Stained glass work - be it new or restoration - takes time and these are never unreasonable considerations for your committee to deliberate:

- What is unique about your project? Your site? The community that will be living with this work? How does the studio's culture fit with your community and their needs? If applicable, what is the studio's experience with an aspect of cultural heritage preservation unique to your project?
- Are you specifically hoping to employ a woman or minority-owned studio? Ask the studio how their staffing might help you achieve this goal.
- Has the studio provided mentorships or instruction for youth or minority groups that would align with your organization's larger social mission?

Accredited Professional Studio Status with the SGAA is available only to those artists and studios who have undergone a rigorous approval process. This assures that you will be dealing with stained glass artists who adhere to the high standards for excellence which are set forth by the SGAA.

Established in 1903, the SGAA is the 115-year-old Professional Trade Association for Architectural Stained and Decorative Art Glass Studios and Artists, featuring the Stained Glass Quarterly, an award-winning magazine documenting the history of architectural glass and providing a voice to the stained glass industry since 1906. The purpose of the SGAA is to innovate and preserve the profession through awareness and education programs for both its members and the clients they serve. Its role with the Fine Arts Field is to be an advocate and ambassador for Architectural Glass Art Studios and Glass Artists.