

White Glove Service – Professional Art Handling Checklist

Proper Placement Studio (PPS)
Practical Art Handling & Placement Education
26 Years Real-World Experience

Core Definition

- White glove service means no expense spared in service of the artwork, the property, and the client experience.
- All decisions default to the safest, cleanest, and most professional option.

Pre-Job Planning & Site Visit

- Conduct a site visit whenever possible.
- Confirm access, elevators, stairs, parking, and loading conditions.
- Identify wall types, floor finishes, environmental risks, and lighting.
- Ensure nothing on site will require improvisation on install day.

Packing & Materials

- Use only archival, conservation-safe materials.
- Default to best-case packing regardless of cost.
- Avoid reused, consumer-grade, or questionable materials.
- Custom pack when required; never force-fit artwork.

Artwork & Property Protection

- Property safety is the top priority at all times.
- Use clean gloves, shoe covers, and floor protection.
- Protect walls, corners, railings, elevators, and thresholds.
- Maintain controlled, clearly defined work zones.

Personnel & Transport

- Only experienced, professional handlers on site.

- Use climate-controlled vehicles exclusively.
- Do not subcontract without equivalent white glove standards.

Condition Reporting

- Document artwork condition prior to handling.
- Document site condition before work begins.
- Photograph and note all pre-existing damage.

Execution Standards

- Work confidently, calmly, and efficiently.
- Communicate clearly with designers and clients.
- Never rush, improvise, or visibly problem-solve on site.

Departure Standards

- Remove all trash and packing materials from the site.
- Leave the space cleaner than it was upon arrival.
- Perform a final walk-through when appropriate.