

## Section 4: Locating Local Disaster Recovery Services/Products

In compiling this section, subject headings were initially selected from the Georgia Business Directory, which includes a compilation of yellow page categories from all Georgia cities. These were modified, updated, and expanded, using subject headings from the BellSouth Yellow Pages®.

The resulting list of subject headings was checked, verified, and (in a few cases) updated with the yellow pages from selected Georgia cities. In addition, Internet searches were conducted by typing the phrase “Atlanta” along with the subject headings.

Most subject headings are annotated; this material comes from vendor advertisements in the BellSouth Yellow Pages®. Services advertised under some of the headings may not be what readers expect (see, for example, “Audio-Visual Equipment - Renting & Leasing”). The goal in each annotation is to convey an accurate sense of the products and services offered, so that customers in libraries, archives, and museums can evaluate their usefulness and communicate effectively with a variety of vendors.

Please note that some sections of the Yellow Pages® list only company names, addresses, and telephone numbers. If vendor advertisements were not present in these sections, or if they did not sufficiently describe a service or product, the subject heading appears here without any annotation. Entries for familiar kinds of contractors (building, heating, etc.) were also not annotated.

Yellow Pages® subject headings vary from year to year. Those cited here should not be considered a definitive “map” of local disaster services and products but are intended to serve as road signs, pointing you in the right direction for disaster recovery resources in your community.

The subject headings are listed in boldface. If a subject heading is useful using the Yellow Pages® as well as searches on the Internet, the color is in **black**. If it is useful for the Yellow Pages® only, the color of the subject heading is in **blue**. If the subject heading is useful only as on Internet search term, the subject heading is in **orange**.

A summary of the vendor advertisements found under each subject heading defines the nature of the service or product. The summary should raise questions in the mind of the reader that will assist him or her in evaluating specific vendor services and products.

Considerations that are not readily apparent from the summary are indicated under “Comments.” It is assumed that the reader has a basic familiarity with the types of services and products needed in emergency recovery. It is also assumed the reader will be cautious, skeptical, and well informed when measuring products and services against any applicable preservation standards.

We hope the summaries will alert readers to a range of alternatives in recovering from a disaster. We especially hope readers will be motivated to plan for disaster recovery efforts *before* an emergency occurs.

***Air Cleaning & Purifying Equipment or Air Cleaning and Purifying Supplies***

(See also Air Quality Service; Duct Cleaning; Ventilating Systems - Cleaning. See also Asbestos Inspection, Removal & Consulting Services.)

***Air Conditioning Contractors***

Vendors service, repair, sell, and install all brands. They often provide 24-hour service and free second opinions on replacement equipment. Vendors are usually licensed by the state and insured. Some vendors provide duct cleaning and air cleaners.

***Air Conditioning Equipment & Systems - Repairing***

Vendors often provide 24-hour emergency service. Typically they service all major brands. If you have a system that is outdated or an obscure brand, you may wish to contact service providers in advance of any problems to determine availability of parts.

***Air Conditioning Systems - Cleaning***

Vendors clean and sanitize ducts; remove germs and contaminants, including mold, mildew, and dust; and sometimes test indoor air quality. (See also Duct Cleaning.)

***[Air Duct Cleaning]*** This term is not used.

(See Air Conditioning Systems - Cleaning; Air Purifying & Cleaning Equipment; Duct Cleaning; Ventilating Systems - Cleaning.)

***Air Pollution Control***

Indoor air quality services (testing, measuring, system design).

(See also Asbestos; Asbestos Inspection, Removal & Consulting Services; Environmental & Ecological Services.)

***Air Pollution Measuring Service***

***Air Purifying & Cleaning Equipment***

Filters and purifiers to reduce smoke, dust, mildew, and odors; and to improve air quality. Some vendors provide duct cleaning and “media and electronic air cleaners.”

- Comments: Does the equipment have HEPA (High Efficiency Particulate Arrestant) filters?

***Air Quality Service***

Air testing, duct cleaning, and consulting.

(See also Air Pollution Control; Asbestos Inspection, Removal & Consulting Services; Duct Cleaning; Environmental & Ecological Services; Ventilating Systems - Cleaning.)

***Antiques - Repairing & Restoring***

Vendors deal primarily with furniture and upholstery, but some may specialize in other areas, such as books or metalware.

***Appraisers***

Covers antiques, art, jewelry, silver, real estate, equipment. Several vendors mention certification or professional memberships such as the American Society of Appraisers. A few appraise books, stamps, etc.

### ***Art Galleries, Dealers & Consultants***

A few vendors offer appraisal and restoration services.

### ***Art Restoration & Conservation***

Primarily covers paintings, frames, and sculpture. Vendors may mention archival or museum standards and membership in professional organizations. Services may include restoration from fire, smoke, and flood damage. A few vendors mention documents, books, and/or photos. (See also Environmental & Ecological Services; Photo & Picture Restoration; Photo Restoration.)

- Comments: A vendor selected should follow American Institute for Conservation of Historic and Artistic Works ([AIC](#)) guidelines.

### ***Asbestos or Asbestos Inspection, Removal & Consulting Services***

Services include asbestos and lead paint abatement/removal, air testing, environmental management and consulting, and demolition. Many vendors are state licensed, insured, and bonded; many have AHERA-certified technicians. Some provide free estimates and emergency response.

- Comments: Do they comply with OSHA procedures and requirements? Do they monitor air quality during asbestos removal and provide air testing afterwards? To protect employees, will the building be shut down while the work is being done?

### ***Audio-Visual Consultants & Designers***

Consultants for audio-visual, video, and interactive equipment and systems. Most vendors design, install, and service multi-media systems for presentations, events, conference rooms, and security purposes. Several also rent, sell, and repair equipment. (See also Audio-Visual Equipment - Dealers.)

### ***Audio-Visual Equipment - Dealers***

Vendors sell, service, install, and rent sound, video, and data projection equipment and systems, primarily for presentations, conferences, and staged events.

### ***Audio-Visual Equipment - Renting & Leasing***

Vendors provide audio-visual services and rent audio-visual equipment, sound and lighting systems, large screen projection systems and video walls, LCD [video] projectors and panels, and data display and computer interfacing for meetings, conferences, and events.

### ***Audio-Visual Equipment - Service & Repair***

(See also Video Equipment - Service & Repair; Stereo & Hi-Fi Repairing & Parts; Tape Recorders - Service & Repair.)

### ***Audio-Visual Production Services***

Vendors provide audio-visual staging for events and presentations for meetings; duplication of audiotapes and videotapes; and slides, overheads, videos, and digital and photographic images. (See also Recording Service - Sound & Video; Video Production Services.)

### ***Audio-Visual Services***

See headings that begin with the following terms: Cassette Tape; Film; Imaging; Microfilming; Motion Picture; Photo/Photographers; Recording/Records; Slides; Stereo; Tape Recorders/Tape Recordings/Tapes; Television and Radio; Transcription; Video/Video Equipment/Video Tape. For Internet searches regarding audio-visual duplication, use phrases that begin with the media format and ends with the word “duplication” or “transfer”.

- Comments: Do vendors follow SMPTE procedures and standards? Are different qualities of film stock and magnetic media available? Is the vendor aware of special handling procedures for damaged materials? Check with AIC, Image Permanence Institute, Getty, NEDCC, etc., for appropriate standards.

### ***Bacteria Control Services***

(See also Environmental Control Services.)

- Comments: What environmental or health and safety standards do they follow?

### ***Binderies***

(See also Bookbinders.)

Some vendors provide library binding and restoration; others offer trade binding and binding for presentations or reports.

- Comments: Do vendors follow Library Binding Institute ([LBI](#)) standards? For hand binding, contact the American Institute for Conservation of Historic and Artistic Works ([AIC](#)).

### ***Books - Used & Rare***

Vendors buy, sell, and trade used, rare, and out-of-print books, including Southern titles. A few mention the Antiquarian Booksellers Association of America ([ABAA](#)) membership. Vendors occasionally offer appraisal services or hand restoration/rebinding.

### ***Bookbinders***

(See also Binderies.)

- Comments: Do vendors follow Library Binding Institute ([LBI](#)) standards? For hand binding, contact the American Institute for Conservation of Historic and Artistic Works ([AIC](#)).

### ***Boxes - Corrugated & Fiber***

Various sizes and types of boxes are available. Vendors consist of 1) moving supply companies — often open seven days a week and offering delivery and wholesale prices; and 2) design and manufacturing companies — which offer custom-made boxes, quick service, and laminated and display boxes. (They sometimes sell in small quantities.)

**[Boxes - Plastic & Transparent]** This term is not used.

(See Corrugated Plastic.)

Many sizes and types of boxes are available, including folding boxes. Vendors may rent or offer “immediate delivery.” A minimum order may be required.

### ***Building Cleaning - Exterior***

Vendors provide pressure washing, restoration, and waterproofing services. (See also Cleaning - Exterior; Pressure Cleaning Service; Sandblasting.)

### ***Building Inspection***

Residential, commercial, and industrial inspections and reports. Vendors may examine structure, air quality, and mechanical and electrical systems. Some inspectors are registered or certified.

### ***Building Restoration & Preservation***

Restorations and renovations; includes waterproofing services, coatings, and sealants. Selected vendors may offer historic preservation. (See also Historical Preservation & Restoration Services.)

### ***Calibration Services***

These services are for test equipment and measurement instruments. (See also Electronic Equipment & Supplies - Service & Repair.)

### ***Cargo & Freight Containers***

### ***Carpet and Rug Cleaners***

Vendors clean carpets and upholstery for commercial and residential customers. Services include stain removal; water and smoke damage removal and restoration; and odor removal. Most have 24-hour emergency service. Vendors often are licensed, bonded, and insured; give free estimates; and handle insurance claims. Other services: moisture control, mildew treatment, removal of pet odors, and repairs. (See also Fire & Water Damage Restoration; Furniture Cleaning; Water Damage Restoration.)

### ***Carpet and Rug Cleaning Equipment - Rental***

- Comments: Doing cleaning yourself may save money.

### ***Carpet & Rug Cleaning Equipment & Supplies***

Vendors sell, service, repair, and rent equipment; and sell supplies.

### ***Carpet & Rug Repair***

Includes patching, restretching, and repair of moth and water damage.

### ***Cassette Tape Duplication Service***

Vendors usually offer “on location recording.” Some also offer other audio-video duplication. (See also Recording Service - Sound & Video.)

### ***CDs, Records & Tapes***

Vendors buy, sell, and trade rare, collectable, and used materials.

- Comments: Vendors may be a potential source of replacements for damaged collections.

### ***Ceiling Cleaning***

Vendors restore, sanitize, and deodorize ceilings and often walls. Vendors should use “non-toxic chemicals” that meet Office of Safety and Health Administration ([OSHA](#)) and Environmental Protection Agency ([EPA](#)) requirements; and may offer free estimates and demonstrations.

### ***Chemical Cleaning - Industrial***

These vendors may provide stronger cleaning products or those in large quantities.

### ***Chemists - Analytical & Consulting***

Vendors provide laboratory testing. (See also Laboratories - Testing.)

### ***Cleaners***

Dry cleaning of clothing and draperies. Services may also include smoke odor removal. (See also Dry Cleaning.)

### ***Cleaning - Exterior***

Pressure washing of building exteriors and concrete surfaces to remove mildew or to clean up water damage. Most vendors are licensed and insured, and most give free estimates.

### ***Cleaning – Interior***

Ask vendors about licensing, insurance, and free estimates.

***[Cleaning Services]*** This term is not used.

(See Air Conditioning Systems - Cleaning; Building Cleaning - Exterior; Carpet & Rug Cleaners; Ceiling Cleaning; Chemical Cleaning - Industrial; Cleaners; Cleaning - Exterior; Cleaning - Interior; Cleaning Systems - Pressure, Chemical, Industrial, Etc.; Deodorizing & Disinfecting; Drapery & Curtain Cleaners; Duct Cleaning; Environmental & Ecological Services; Fire & Water Damage Restoration; Furniture Cleaning; Garbage Collection; Janitor Service; Odor Control; Pressure Cleaning Service; Rubbish Removal; Sandblasting; Smoke Odor Counteracting Service; Steam Cleaning - Industrial; Vacuum Cleaning - Industrial; Ventilating Systems - Cleaning; Water Damage Restoration; Water Main Contractors; Window Cleaning.)

- Comments: Can the vendor provide a complete list of cleaning compounds used? Are there any hazards connected with their use?

### ***Cleaning Systems - Pressure, Chemical, Industrial, Etc.***

Pressure cleaning and pressure washing services; equipment sales and service (pressure washers and pumps). Several vendors are insured and give free estimates. (See also

Pressure Cleaning Service.)

### ***Cold Storage***

(See also: Refrigeration Equipment; Refrigerators & Freezers - Renting & Leasing; Warehouses - Cold Storage.)

### ***Compressors***

Sales, service, and rentals of air compressors and dryers. Emergency rentals and 24-hour service may be available.

### ***Compressors - Renting***

### ***Computers - Service & Repair***

Some vendors service and repair all major brands of computers, monitors, and laser printers; others specialize in certain components or brands. Specialties may include networks and data recovery. Vendors may offer same-day service, quick turnaround, on-site service, pick-up and delivery, service contracts, and warranties.

### ***Computers - System Designers & Consultants* or *Computer Systems Consultants***

Hardware, software, cabling; local/wide area networks, Internet access; design, installation, support, and training; systems integration and management.

### ***Concrete Repairing, Restoration, Sealing & Cleaning* or *Concrete Repair***

Includes waterproofing.

### ***Consultants***

(See also headings that begin with the following terms: Art; Asbestos; Audio-Visual; Computers; Data Systems; Engineers; Environmental; Historic Restoration; Roofing; Safety; Security.)

### ***Containerized Freight Service***

**[Contractors]** This term is not used by itself.

(See specific contracting services: Air Conditioning; Building; Drainage; Electric; Foundation; Heating; Plumbing; Roof; Sewer; Ventilating; Water Main; Waterproofing. For Internet searches, combine “contractors” with phrases that describe specific contracting services.)

### ***Contractors Equipment & Supplies - Dealers & Service* or *Contracting Equipment & Supplies***

Sales, service, and rentals of equipment, including pumps, forklifts, and generators.

### ***Contractors Equipment & Supplies - Renting & Leasing* or *Contracting Equipment & Supplies--Rental***

Equipment and tools for rent include generators, pumps, forklifts, and air compressors. (See also Rental Service Stores & Yards.)

### ***Contractors - General***

Commercial, residential, and industrial additions, remodeling, renovation, and repair. Vendors may do shell (frame or exterior structure only) or turnkey (complete and ready-for-use) construction. Specialties may include foundations, roofing, termite/structural repair, and water/fire/storm damage restoration. Vendors are often licensed, bonded, and insured; most give free estimates. (See also Fire & Water Damage Restoration and specific contracting services, such as Foundation Contractors.)

### ***Copying Service***

Photocopying centers and print shops offering black & white and color copying, collating, binding, and printing. Services may include high-speed copying, pick-up/delivery, scanning/digital copying, oversize copying, electronic printing, and copies from slides/negatives/transparencies/film/disks/e-mail. Some vendors are open 24 hours/7 days. Legal service copying firms offer high quality and accuracy, as well as high speed and high volume.

- Comments: Quality control is important in duplicating library collections. Is alkaline paper needed? You should also be familiar with the “peel” or “tape pull” test for stability of copies; a copier’s gray scale (important for reproducing photos and graphics); and the lack of preservation standards for color copies and digital copying. Note that “binding” in this context is usually intended only for temporary use and does not meet the LBI standard.

### ***Corrugated Plastic***

Services include plastic corrugated boxes, useful for recovery of wet materials.

### ***Data Processing Service***

Services include data entry, database management, laser printing, tape/diskette conversion, and microfilming. (See also Microfilming Service, Equipment & Supplies.)

### ***Data Retrieval/Recovery Services***

Some offer 24 hour service for a variety of media. (See Computers - Service & Repair; Information Processing & Retrieval Systems & Services.)

### ***Data Systems - Consultants & Designers***

### ***Dehumidifying Equipment & Service***

Moisture control services, dehumidification systems, equipment, and products (e.g., silica gel).

- Comments: Does the equipment have any special voltage or power requirements?

### ***Deodorizing & Disinfecting***

Commercial and residential cleaning and odor removal (smoke, mildew, chemicals/pesticides, and animals). (See also Carpet Cleaning, Dyeing & Repair; Ceiling Cleaning; Fire & Water Damage Restoration; Odor Control; Pest Control Services; Smoke Odor Counteracting Service.)

- Comments: This service may not be suitable for all collections. See Section 3.

### ***Disaster Recovery***

(See also Drying Equipment -- Industrial; Drying Service, Data Retrieval/Recovery Services.)

### ***Drainage Contractors***

Drainage control systems and services for landscapes and also for buildings. Vendors may offer consulting, free estimates, and 24-hour emergency service. (See also Waterproofing Contractors.)

### ***Drapery & Curtain Cleaners***

Services frequently include free take-down and re-hang. Vendors often clean carpets and upholstery as well.

### ***Dry Cleaning***

(See also Cleaners.)

### ***Dry Ice***

(See also Ice - Dry.)

### ***Drying Equipment - Industrial***

This includes compressed air dryers. (See also Disaster Recovery.)

- Comments: Are there any special voltage or power requirements? Are rentals available?

### ***Drying Service***

### ***Duct Cleaning***

Vendors remove mold, mildew, dust, and odors from heating and air conditioning systems to improve air quality. Many are licensed or certified. Some offer free estimates and 24 hour service.

### ***Electric Contractors***

Some offer 24 hour service and are licensed/insured.

### ***Electric Equipment - Service & Repairing***

Services include testing, repair, and upgrading of circuit breakers, transformers, and industrial equipment.

### ***Electronic Equipment & Supplies***

Dealers sell test equipment, cable, connectors, tools, semiconductors, etc.

### ***Electronic Equipment & Supplies - Service & Repair***

Instrument calibration and repair for test equipment; services for computer support systems, telecommunications, and control systems.

### ***Electronic Instruments***

[ ***Electronic Records*** ] This term is not used.

(See Computers - Service & Repair; Data Processing Service; Information Processing & Retrieval Systems & Services.)

### ***Electronic Testing Equipment***

Vendors sell or rent new and used test and measurement equipment for industry, computers, and telecommunications.

### ***Engineers - Professional***

***Engineers - Professional - Air Conditioning Heating & Ventilating*** or ***Engineers--HVAC***

***Engineers - Professional - Building Inspection***

***Engineers - Professional - Consulting***

Includes members of the Consulting Engineers Council of Georgia Inc. (registered professional engineers engaged in private engineering practice).

***Engineers - Professional - Environmental***

(See also Environmental Consultants; Environmental & Ecological Services.)

***Engineers - Professional - Fire Protection***

***Engineers - Professional - Foundation***

***Engineers - Professional - Refrigerating***

***Engineers - Professional - Structural***

***Environmental Consultants***

Services include environmental and real estate audits, site assessments, indoor air quality testing, air/soil/groundwater remediation, and lead/asbestos/hazardous waste management. (See also Environmental & Ecological Services.)

***Environmental Control Services***

***Environmental & Ecological Services***

Vendors provide consulting/assessment/testing and remediation/clean-up/removal involving air quality, groundwater, and soil. Vendors deal with asbestos, oil, chemicals, and sludge (pollution, hazardous waste, spills, contamination). Most provide 24-hour emergency response. A few advertise OSHA-trained personnel. (See also Environmental Consultants; Laboratories - Testing.)

- Comments: Determine applicable OSHA requirements.

### ***Extermination & Fumigation***

(See also Pest Control Services.)

### ***Fans - Industrial & Commercial***

Vendors can supply heavy duty and high velocity fans; roof, wall, and ceiling ventilators; exhaust fans; and air circulators. Centrifugal, propeller, and tube-axial types are available.

- Comments: Are there any special voltage or power requirements? Are rentals available?

### ***Film Studio - Production Facilities***

Film production and editing. (See also Video Production Services.)

- Comments: Will vendors duplicate films?

### ***Filtering Materials & Supplies***

#### ***Filters - Air & Gas***

Supplies to filter out contaminants and purify air.

### ***Fire & Water Damage Restoration***

Recovery and repair of damage to commercial or residential structures and their contents resulting from fire, smoke, water, and wind. Most vendors provide 24-hour emergency service. Services include guaranteed removal of smoke odors; boarding up and repair of the structure; storage of the contents; carpet/drapery/furniture cleaning; water extraction; drying and dehumidifying; and mold/mildew treatment. Some vendors are licensed, insured, bonded, or certified. Most handle insurance claims. A few advertise specialties such as electronic and mechanical equipment restoration or work with books, documents, and microfilm. (See also Carpet & Rug Cleaners; Odor Control; Smoke Odor Counteracting Service; Water Damage Restoration.)

- Comments: Some materials may need a professional conservator's attention.

### ***Flood Control Equipment & Services***

Water damage restoration services. (See also Water Damage Restoration.)

### ***Foundation Contractors***

Structural stabilizing and repairs. (See also Waterproofing Contractors.)

[ ***Freezers*** ] This term is not used.

(See Cold Storage; Refrigerators & Freezers - Renting & Leasing; Trailer Storage; Warehouses - Cold Storage.)

### ***Fumigation***

(See also Pest Control Services.)

### ***Fur Storage***

- Comments: Will vendors also provide cold storage for collections?

### ***Furniture Cleaning***

Upholstery and carpet cleaning services. (See also Carpet & Rug Cleaners.)

### ***Furniture Repairing & Refinishing***

Vendors refinish, restore, and repair antiques and modern furniture for home or office. Services include insurance claims, moving damage claims, pick-up and delivery, free estimates, and on-site repair. A few vendors specialize in water, fire, or smoke damage. (See also Antiques - Repairing & Restoring.)

- Comments: These services should be for office furniture in your institution. For collection items with historical value, consult a museum expert before attempting any repair or refinishing as this may severely affect the item's value.

### ***Garbage Collection***

Commercial, industrial, and residential waste removal; recycling; hauling; and containers. Some vendors provide construction or demolition clean-up, land clearing, or yard clean-up.

### ***Garbage Removal***

Removal of furniture, home or business contents, rubbish, tree limbs, roofing debris, and construction debris. A few vendors also offer demolition clean-up. (See also Rubbish Removal.)

### ***Generators - Electric***

Vendors offer sales, service, parts, and rental for many types of generators of various uses. Some vendors provide 24-hour service.

### ***Generators - Electric - Renting***

Many kinds of generators are available, for a variety of uses. Vendors may offer 24-hour emergency service. (See also Rental Service Stores & Yards.)

- Comments: Are there any special voltage or power requirements?

### ***Hazardous Materials & Waste Contractors***

Collection, transportation, and disposal of asbestos, laboratory waste, and other hazardous materials. Vendors provide (or may rent) certified containers. Some offer 24 hour service. (See also Asbestos Inspection, Removal & Consulting Services; Environmental & Ecological Services.)

- Comments: Will they handle nitrate film/negatives?

### ***Heating Contractors***

### ***Heating Equipment & Systems - Cleaning & Repairing***

(See also Heating Contractors.)

### ***Historic Restoration Consultants***

***Historical Preservation & Restoration Services***  
(See also Building Restoration & Preservation.)

***Humidifiers***

***Ice***

Dry, cube, and block ice. Several vendors offer emergency service.

***Ice - Dry***

Vendors may have emergency service and provide delivery.

- Comments: Do not use with microforms. (See also Dry Ice.)

***Imaging Services***

Scanning, slide imaging, producing optical discs.

***Information Processing & Retrieval Systems & Services***

***Insect Control Devices***

***Janitor Service***

Commercial and industrial cleaning on a one-time or contract basis. Vendors clean floors, carpets, and windows; and provide facility maintenance. Other services include construction site clean-up, odor removal, and water and fire damage restoration. Vendors may give free estimates; provide emergency service; and be licensed, bonded, insured, and available 24 hours a day. (See also Water Damage Restoration.)

***Janitors Equipment & Supplies***

Vendors sell supplies such as buckets, brooms, mops, paper towels, trash containers, plastic bags, cleaners, and disinfectants. Equipment such as wet vacs, vacuum cleaners, and carpet cleaners can be rented or purchased. Vendors may offer fast service/delivery and low prices.

***Laboratories – Testing*** or ***Laboratories Environmental Testing*** Environmental, nutritional, and electronic testing and analysis. Several vendors cite professional affiliations, certifications, and compliance with specific standards. (See also Environmental & Ecological Services.)

- Comments: Determine appropriate regulatory agencies and standards (OSHA, EPA, ANSI, etc.).

***Laminations – Plastic & Paper***

Laminating and drymounting of maps, posters, photos, film, wood plaques, etc. Some vendors provide corner rounding and other finishing services.

- Comments: *Lamination is NOT considered an appropriate preservation method.*

***Lead Detection & Removal***

Vendors perform surveys, testing, monitoring, and abatement.

***Leak Detecting Service*** or ***Leak Detection Service***

Includes electronic and infrared detection of water, sewer, natural gas, and asbestos/lead leaks. Some vendors offer 24-hour emergency service.

***Material Handling Equipment***

Sales, service, and rental of equipment, including lift trucks, forklifts, hand trucks, pallets, plastic tote boxes, wire containers, and shelving. Some vendors provide engineering of systems (such as conveyors).

***Microfilming Service, Equipment & Supplies***

Document imaging systems, services, equipment, and supplies. Data/information management. Microfilm/fiche processing and duplication. Some vendors offer computer output to microfilm or CD, as well as paper to microfilm. Some assist customers in buying imaging systems for business records management and provide training in their use. One company offers “disaster recovery service.”

- Comments: Filming, processing, and duplication should adhere to ANSI/AIIM standards. Filming companies that provide records management services may not be suitable vendors for institutions wanting to maintain permanent collections. Preservation standards for CD-ROM and optical disk formats have not been established.

***Mildew Proofing***

***Moisture Control***

***Mold & Mildew Services***

Some offer free estimates and accept insurance.

***Motion Picture Labs***

(See also Film Studio - Production Facilities.)

- Comments: Talk to vendors about repairing damage, reformatting, and copying.

***Movers***

Vendors provide residential, commercial, and industrial relocation services for local or long distance moves. Services are often available 24 hours a day, seven days a week. Some vendors provide storage, including records storage. Vendors may pack and unpack; load/unload rental vehicles; move only; or simply rent trucks. Other services include “last minute moves” or small moves; experienced handling of fragile items (art, antiques, pianos, computers, electronics, displays); guaranteed pick-up and delivery dates; pre-move consulting; fumigated and sanitized vehicles; and crews who do not smoke or drink on the job.

- Comments: Does the mover require a minimum size shipment? Is the storage service free? Is it climate controlled? Is the vendor bonded or insured? See Section 2 for more information.

### ***Moving Equipment Rental***

Local and one-way rentals of trucks, trailers, and vans. Services may include free storage before moving; free 24-hour road service; and moving accessories (dollies, etc.).

### ***Moving Services - Labor & Materials***

Vendors provide packing and loading services, supplies, and equipment. Some do small jobs. They may deliver supplies/equipment. (See also Packaging Service.)

### ***Moving Supplies***

Vendors may be open seven days a week. Some sell boxing and packing supplies wholesale or at a discount to the public.

### ***Odor Control***

Commercial and residential removal of odors caused by smoke, mildew, chemicals, and animals. (See also Deodorizing & Disinfecting; Fire & Water Damage Restoration; Smoke Odor Counteracting Service.)

- Comments: Be sure the method used will not damage valuable collections. See Section 2.

### ***Packaging Materials***

Vendors supply a wide variety of boxes (plastic, corrugated), bags, tapes, and cushioning materials (foam, bubble).

- Comments: Be sure packing materials will not damage valuable collections if storage must be long-term. Be aware of acidic materials and off-gassing of chemicals. See Section 2.

### ***Packaging Service***

Packing of art, antiques, furniture, electronics, machinery, and other goods. This is often done on a contract basis for shipping. Vendors may provide pick-up/delivery. (See also Movers.)

- Comments: Be sure packing methods/materials will not damage valuable collections. Be aware of acidic materials and off-gassing of chemicals. Always ask about full insurance coverage. See Section 2.

### ***Packing & Crating Service***

This service is usually provided for shipping of machinery and electronics. (See also Packaging Service.)

### ***Pest Control Services***

Companies treat once, pre-treat, or treat on a regular basis for moisture or fungus control (waterproofing, moisture barriers, foundation vents); or insect/animal control (termites, rodents, fleas, squirrels, birds, roaches, beetles). Vendors may provide termite certification and/or VA/FHA clearance letters; 24-hour emergency service; free estimates; and free inspections. They may be members of professional associations. (See also Fumigation.)

- Comments: Are restricted chemicals used? Can the company provide MSDS (material safety data sheets) and a complete list of compounds used? Are there any health or environmental hazards associated with the chemicals used? What pests are treated? Can only those be targeted? How soon after treatment can humans occupy the building? Will there be any residual odor? What safety precautions are taken? See Section 2 for additional help.

### ***Pest Control Supplies & Equipment***

For the do-it-yourselfer.

- Comments: Not recommended.

***[Phonograph Records]*** This term is not used.  
(See Records, Tapes & CD's.)

***[Phonographs]*** This term is not used.  
(See Stereo & Hi-Fi Dealers.)

### ***Photo Copying*** or **Photocopying**

Photographic reproduction services, including blueprinting and photocopying. (See also Copying Service.)

### ***Photo Finishing***

Vendors develop and print photographic film. Many offer quick turnaround time. Other services include photo enlargement, slide duplication, digital imaging, photo restoration, and copying of old photographs.

- Comments: Quick work may not be desirable for permanent library collections.

### ***Photo Finishing – Wholesale*** or **Photo Finishing – Wholesale**

These are primarily color labs providing school/sports/prom/other packages and proofs for professional photographers.

### ***Photo & Picture Restoration*** or **Photo Restoration**

For old and new photos. Vendors copy, restore, retouch, airbrush, and provide digital and computer imaging.

- Comments: This is a specialized service that local vendors may not be able to handle. *Do not use for historical photos.* Check with AIC, Image Permanence Institute, Getty, NEDCC, etc., for appropriate standards and guidelines in photo restoration.

### ***Photo - Retouching***

Services include digital retouching and restoration.

- Comments: *Original photos should not be restored except by a trained conservator.* It may be appropriate for copies of photos to be retouched.

### ***Photographers - Commercial***

Vendors take photographs for passports, business, public relations, portfolios, events, etc. Included are companies that do copy work, restoration, and digital imaging.

- Comments: Digital imaging is an acceptable method when used to restore an image to its pre-disaster state. For archival photograph collections, scanning should not be used to alter or improve the “original image.”

### ***Photographic Color Prints & Transparencies***

Vendors provide color copies, color prints, and slide duplication (primarily for professional presentations). Digital imaging is also mentioned.

***[Photographic Copy & Restoration]*** This term is not used.

(See Photo Finishing; Photo & Picture Restoration; Photographers - Commercial.)

### ***Picture Frames - Dealers***

A few vendors offer frame restoration.

### ***Picture Frames - Restoring & Repairing***

(See also Picture Frames - Dealers.)

***[ Plastic Containers ]*** This term is not used.

(See Corrugated Plastic.)

### ***Plumbing Contractors***

### ***Pollution Control Equipment***

(See Air Pollution Control; Engineers - Professional - Environmental; Water Pollution Control.)

### ***Pressure Cleaning Service***

A residential and commercial service to remove mold, mildew, and grime from cement, brick, buildings, driveways, and heavy equipment. Some vendors are available seven days a week, clean windows and carpets, or claim to be “environmentally safe.” Many offer free estimates. (See also Steam Cleaning Equipment.)

***[Pressure Washing]*** This term is not used.

(See Pressure Cleaning Service; Rental Service Stores & Yards.)

### ***Pumps - Dealers***

Vendors offer sales, service, parts, repair, and sometimes rental of diesel, gasoline, sump, and other pumps. Some vendors give 24-hour service. (See also Rental Service Stores & Yards, Sump Pumps.)

- Comments: Are there any special voltage or power requirements?

### ***Record Destruction***

***[Record Players]*** This term is not used.

(See Stereo & Hi-Fi Dealers.)

## ***Recording Instruments - Industrial & Scientific***

### ***Recording Service - Sound & Video***

Most listings are recording studios (for performances), but also included are companies with audio and video duplication services (tapes, cassettes, CDs, photos, slides, and floppy discs). Some vendors do transfers and conversions. Digital and analog formats are available. One vendor cites “International Standards Conversions.” (See also Video Production Services.)

### ***Records Storage***

Secure storage facilities and retrieval services for business records. Many have climate controls, security systems, and computerized inventory control. Vendors may provide fire protection; 24-hour access; pick-up and delivery; and storage of tapes, media, and magnetic media, as well as paper and microforms. (See also Storage - Household & Commercial; Warehouses - Cold Storage; Warehouses - Commodity & Merchandise.)

- Comments: Inspect facilities on-site to determine if they offer archival-appropriate conditions. See Section 2 for additional questions.

***Records, Tapes & CDs*** This term is not used.  
(See CDs, Records & Tapes)

## ***Refrigeration Equipment – Commercial & Industrial or Refrigerators & Freezers - Renting & Leasing***

Commercial and residential equipment is available.

## ***Refrigerated Truck Rental***

### ***Rental Service Stores & Yards***

Equipment and tools available for rent include trucks and trailers, pumps, generators, forklifts, pressure washers, material handling equipment (dollies), and electronics. Some vendors provide 24-hour emergency service and/or pick-up and delivery; and are open seven days a week.

- Comments: Are there any special voltage or power requirements for operating the electrical equipment?

### ***Roof Contractors***

Vendors can repair, replace, or reroof. They are usually licensed, bonded, and insured. Services include free estimates and 24-hour emergency service.

### ***Roofing Service Consultants***

Services include roof inspection and moisture scanning.

### ***Rubbish Removal***

Removal of furniture, home or business contents, rubbish, tree limbs, roofing debris, and construction debris. A few vendors also offer demolition clean-up. (See also Garbage Removal.)

### ***Safety Consultants***

Services include workplace programs, on-site inspection, training, and consulting (including expert witness services). Most advertisements mention OSHA; one mentions “disaster prep.”

### ***Sandblasting***

Commercial, residential, and industrial treatment of buildings, furniture, concrete, and floors/driveways. Many vendors provide mobile service and free estimates. A few handle fire and smoke damage.

### ***Security Consultants***

Security, investigative services, and information technology services. Vendors may offer security systems (access control, closed circuit TV, alarms, video monitors, and cameras); rental, sales, or service; 24-hour monitoring; and free security surveys.

### ***Security Control Equipment, Systems & Monitoring***

Vendors provide burglar and fire alarms; 24-hour and radio backup monitoring services; sales, rental, service, and repair of commercial, industrial, and residential security systems (closed circuit TV, access control). A free on-site security survey is often available.

### ***Security Guard & Patrol Service***

Armed or unarmed security officers, mobile or foot patrols, investigations, and bodyguards. Provided on a permanent or temporary basis for retail stores, offices, hotels, apartments, special events, and construction sites. Vendors may be licensed, bonded, insured; offer 24-hour service; and have state-certified training.

### ***Security Systems & Consultants***

Sometimes this category also refers to Internet/Information Technology security.

### ***Sewer Contractors***

### ***Shelving***

Includes suppliers of steel and movable shelving. Vendors may provide free estimates and layout. Many can install shelving.

- Comments: For long-term storage, shelving should meet archival standards.

### ***Silica Gel***

### ***Slides & Film Strips***

Services include slide (occasionally video and audio) duplication, often for presentations; and color copying and digital imaging. (See also Photographic Color Prints & Transparencies.)

### ***Smoke Odor Counteracting Service* or **Smoke Odor Removal****

**[Sound Recordings]** This term is not used.

(See Cassette Tape Duplication Service; Recording Service - Sound & Video.)

### ***Steam Cleaning Equipment***

Vendors sell, service, and sometimes rent steam cleaning and pressure washing equipment. (See also Pressure Cleaning Service.)

- Comments: Are there any special voltage or power requirements for operating the equipment?

### ***Steam Cleaning - Industrial***

Steam and pressure cleaning and washing.

### ***Stereo & Hi-Fi Dealers***

Many dealers also provide repair services.

### ***Stereo & Hi-Fi Repairing & Parts***

Vendors service and repair most brands of stereos, and often VCRs, TVs, PA systems, and other electronics.

### ***Storage - Household & Commercial***

These vendors provide off-site storage areas for rent, and variously sized spaces are available. Most vendors rent by the month and are open seven days a week. Many areas are climate-controlled and have security lighting, fencing, and resident managers. *Note that climate controlled facilities are not suitable for damp or wet collections storage.* Security may also include 24-hour controlled access, electronically controlled or computerized access gates, and video surveillance cameras. Insurance may be available. Vendors may also provide truck rental, boxes and packing supplies, free move-in, documents/records storage, sprinkler systems, or individual unit alarms. (See also Records Storage.)

### ***Sump Pumps***

See also Pumps – Dealers)

### ***Tape Recorders - Service & Repair***

### ***Tape Recordings - Duplication Services***

(See Cassette Tape Duplication Service; Recording Service - Sound & Video.)

**[Tape Recordings - Transcription Service ]** This term is not used.

(See Transcription Service.)

### ***Tapes - Sound - Dealers***

Vendors sell audio and video cassettes and accessories. Some provide audio and video duplication.

### ***Television & Radio - Renting & Leasing***

### ***Television & Radio - Service & Repair***

Vendors service and repair electronic equipment such as TVs, VCRs, camcorders, and stereos. Services may include free pick-up and delivery; “in-home” service; and free estimates.

### ***Testing Apparatus***

Vendors offer equipment for testing and measuring materials. (See also Electronic Testing Equipment.)

***[Testing Laboratories]*** This term is not used.

(See Laboratories - Testing.)

### ***Tools - Renting***

Vendors supply tools for construction and home use. (See also Rental Service Stores & Yards.)

### ***Trailer Renting & Leasing***

Listings include storage trailers, mobile offices, and on-ground, trailer-size metal storage containers (all for use on-site), as well as road trailers. Many sizes are available. Services often include delivery and pick-up; monthly/weekly rental or long-term (yearly) leasing; and cold storage. Some vendors provide “dry/waterproof” and “secure/lockable” trailers. (See also Records Storage; Storage - Household & Commercial; Warehouses - Cold Storage; Warehouses - Commodity & Merchandise.)

- Comments: Is a deposit required? Are there restrictions on what is transported? Are trailer conditions suitable for the collections if storage must continue for longer than expected?

### ***Trailer Storage***

This heading is similar to the above, but used for storage only (does not include rental of road trailers). Many sizes, and dry or cold storage, are available. Vendors pick up and deliver. Trailers can be rented monthly or long term. They are advertised as “clean and secure.” (See also Records Storage; Storage - Household & Commercial; Warehouses - Cold Storage; Warehouses - Commodity & Merchandise.)

- Comments: Is a deposit required? Are there restrictions on what can be stored?

### ***Trailers - Truck***

Vendors provide sales, service, and rental, including the rental of refrigerated or dry storage trailers. (See also Trailer Storage; Trailer Renting & Leasing; Refrigerated Truck Rental.)

### ***Transcription Service***

Audiotape and videotape transcription service for legal, medical, insurance, conference, and general purposes. Some vendors provide 24-hour, phone-in dictation.

- Comments: Can be used in conjunction with disaster recovery assessment and recordkeeping.

### ***Truck Renting & Leasing***

Vendors rent moving vans, cargo vans, mini-vans, and pickup trucks at daily, weekly, and monthly rates. Local and one-way rentals are available, as are a variety of sizes and types of vehicles (including refrigerated). Vendors may be open seven days a week; provide free 24-hour road service; have moving supplies (handtrucks, dollies, boxes); or offer temporary storage. (See also Movers.)

■ Comments: Is a Commercial Drivers License (CDL) required for rental? Is a deposit required? Insurance?

### ***Vacuum Cleaning - Industrial***

Companies may offer emergency services as well as dust and duct cleaning. May also include companies that sell vacuum cleaners.

### ***Ventilating Contractors***

#### ***Ventilating Equipment***

Fans, blowers, and ventilators (roof, wall, ceiling). (See Fans; Dehumidifying Equipment.)

#### ***Ventilating Systems - Cleaning***

(See also Duct Cleaning; Air Purifying & Cleaning Equipment; Smoke Odor Counteracting Service.)

#### ***Video Equipment - Commercial***

These are primarily dealers (sales and service) to business, industry, government, and education. Equipment rental is sometimes an option. (See also Audio-Visual Equipment - Dealers.)

#### ***Video Equipment - Renting & Leasing***

Includes VCRs, camcorders, and TVs. (See also Audio-Visual Equipment - Renting & Leasing.)

#### ***Video Equipment - Service & Repair***

Includes various makes and models of TVs, VCRs, camcorders, and other electronic equipment. Vendors often give free estimates.

#### ***Video Production Services***

Creative and technical services for making video productions or event videos. Many companies also provide videotape duplication services and film-to-video tape transfer. Other services may include video equipment rental, converting photos and slides to video, and “foreign conversion.” (See also Recording Service - Sound & Video; Video Tape Duplication & Transfer Service.)

***[Video Recording Services]*** This term is not used.

(See Recording Service - Sound & Video.)

### ***Video Tape, CD & DVD Duplication & Transfer Service***

Vendors provide videotape duplication; film/slide/photo transfer to video or DVD; “foreign conversions;” and “international standards conversion.”

### ***Video Tape - Repairing***

(See also Motion Picture Labs.)

### ***Warehouses - Cold Storage***

(See also Records Storage; Storage - Household & Commercial.)

- Comments: What is usually stored here — food? Ask about sanitizing practices, pest control programs, and seasonal fluctuations in space available for rent. Warehouses that store food may be prohibited from storing wet or moldy materials.

### ***Warehouses - Commodity & Merchandise***

Warehouses can be mini, self-storage, or full service. Many are open seven days a week, are climate-controlled (temperature and/or humidity), and have 24-hour electronic, computerized, or monitored TV surveillance security systems. Services may include fire protection, sanitation and pest control programs, move-in services, pick-up and/or delivery, same-day service, and computerized inventory control. Vendors occasionally will store hazardous material. A few are bonded, have coolers, and mention food grade or general merchandise service. On-site managers are rarely mentioned.

- Comments: Is insurance provided?

### ***Water Damage Restoration***

Vendors provide “clean up to total reconstruction” (i.e., recovery and restoration) for the building and its contents. Services include water extraction, drying and dehumidifying, mildew/odor removal, and carpet cleaning and repair; one vendor specifically mentions documents. Vendors usually provide 24-hour emergency response. Many also do fire restoration, including air duct cleaning and air quality improvements; and handle insurance claims. Most vendors are bonded, licensed, and insured. (See also Fire & Water Damage Restoration; Carpet & Rug Cleaners; Carpet & Rug Repair; Waterproofing Contractors.)

### ***Water Main Contractors***

Water, storm, and sewer contractors do installation, repair, and cleaning.

### ***Water Pollution Control***

Testing and remediation services.

### ***Waterproofing Contractors***

Residential, commercial, and industrial services, including waterproofing basement areas, caulking and sealing, repairing cracks, moisture/mildew control, drainage control, and installing sump pumps.

### ***Waterproofing Materials***

Sealants and coatings.

***Window Cleaning***

A commercial and residential service for interior and exterior windows. Most vendors provide free estimates and are licensed/bonded/insured. Services may include pressure washing and cleaning chandeliers and gutters.