



MUNICIPAL APPROVAL PACKET

Tower Clock Repair & Restoration

A practical planning packet for town halls, public agencies, libraries, campuses, churches, courthouses, and historic buildings preparing to review a tower clock repair or restoration project.

Built for approval steps

Use this packet to help gather project information before a board, committee, facilities, or purchasing review.

Private documents by request

Completed W-9, Certificate of Insurance, vendor information, and formal quote details can be requested directly from Clockworks.

Clear first conversation

The more photos, symptoms, deadlines, and purchasing requirements you can share, the faster Clockworks can recommend next steps.

Repair-first review

Clockworks evaluates what can be preserved, what needs attention, and what should be planned around access and safety.

WHAT TO GATHER FIRST

Information that helps Clockworks evaluate the project.

Send what is available. You do not need every item before reaching out, but these details help turn a general inquiry into a useful repair conversation.

Clock and building details

- Building name, town or city, and state.
- Where the clock is located inside the building.
- Known maker, installation date, or service history.
- Whether the building is historic, public, occupied, or event-driven.

Current symptoms

- Stopped, losing time, gaining time, or not driving the hands.
- Strike, bell, hammer, or chime issues.
- Manual winding concerns or interest in automatic winding.
- Weather, access, safety, or structural concerns.

Access and logistics

- Stairs, ladder access, lift access, narrow openings, or locked spaces.
- Photos of floors, tower room, access path, and obstructions.
- Any building-use restrictions or preferred work windows.
- Parking, loading, elevator, or facilities contact details.

Budget and timing

- Board meeting date, annual budget timing, or grant deadline.
- Whether a formal written quote is required.
- Whether a purchase order or vendor registration is required.
- Whether the project may need phasing.

PHOTOS AND RECORDS

Photo checklist for a stronger first review.

Clear photos are often the fastest way to understand the movement, access, exposed components, and likely scope. Wide photos and close-ups are both useful.

- Full clock movement from several angles.
- Close-ups of gears, pivots, bushings, levers, and frame.
- Dial and hands from outside when safely possible.
- Motion work behind the dial, if accessible.
- Weights, cables, winding drums, chains, or winding system.
- Bell, hammer, strike, chime, or linkage parts.
- Maker marks, labels, cast names, stamped numbers, or old tags.
- Tower room, flooring, stair access, ladders, doors, and windows.
- Any damaged, missing, disconnected, or improvised parts.
- Short video of the clock running, stopping, striking, or failing.

Tip for towns: if photos will become part of a board packet or public record, label them with the building name, date, and a short description before sending.

Request a tower clock evaluation

Use the online form at tower-clocks.clockworks.com or call 1-800-381-7458. Include meeting dates, purchasing requirements, and any documents your office needs.

Common documents and details towns may request.

Every town and organization has its own process. The items below are common starting points for public purchasing, board review, trustee review, or facilities approval.

Available by request

- Completed W-9.
- Certificate of Insurance when requested.
- Vendor information for purchasing files.
- Formal written scope and estimate or quote.

Helpful to include

- Required vendor packet or registration form.
- Purchase order instructions.
- Billing contact and facilities contact.
- Board, trustee, or committee deadline.

For a board packet

- Project goal and public value.
- Current condition and symptoms.
- Photos of the clock and access conditions.
- Recommended repair path and optional phases.

For preservation review

- Original components that should be preserved.
- Parts that are unsafe, missing, or beyond practical repair.
- Modernization options such as automatic winding, when appropriate.
- Any access or building-protection concerns.

Completed tax and insurance documents are provided directly to the requesting office. Use the tower clock evaluation form to request W-9, COI, vendor setup, formal quote, purchase order, or board packet support.