

**A GUIDE TO PIANOS
AT
THE UNIVERSITY OF ARIZONA
FRED FOX SCHOOL OF MUSIC
2016**

This guide is designed to help acquaint you with the work of the Piano Technology Department and help clarify some questions about procedures and responsibilities that you might have. Please take a minute to read through this information and keep it on file for future reference. Feel free to contact us if you have further questions not covered here.

The staff of the Piano Technology Department includes:

Cassie Van Gelder, Piano Technician
Room 129, Tel. 621-5151, email: cvg@email.arizona.edu

Rick Woodruff, Piano Technician
Room 129, Tel. 621-5151, email: rwoodruff@email.arizona.edu

From time to time you may see us in the practice facility or working in the concert halls, or making our way through the hallways with our work carts. We'd like to get acquainted, so let us know who you are and how you are doing!

If you have any suggestions for this guide, drop Cassie a note in her mailbox at the Front Office by the main entrance. She will respond directly to you if you include your name, phone number, or email address. This will enable you to have input on how we can best serve your needs.

Thanks and have a great year,

University of Arizona Piano Tech Department

**POLICIES REGARDING PIANO USE AT
THE UNIVERSITY OF ARIZONA SCHOOL OF MUSIC**

GENERAL POLICY

1. All pianos at the School of Music are intended solely for the use of faculty, staff, and currently registered SOM students.
2. Pianos may be used for university-related activities only. Authorization for other uses is required through the office of the Director of the School of Music. Examples of other uses may be School of Music co-sponsored events such as master classes, guest presentations, auditions, etc.

POLICIES REGARDING USE OF PRACTICE FACILITY PIANOS

1. Practice facility pianos are for piano majors, instrumentalists, singers, and all other Fred Fox School of Music majors requiring facilities for practice or research purposes. They are also intended for sanctioned activities or responsibilities related to the duties of TAs or instructors in FFSOM programs.
2. Grand piano practice rooms are reserved for the exclusive use of currently enrolled FFSOM piano majors.
3. Piano practice rooms are to be used for practice or rehearsal. Private instruction not related to FFSOM programs is not allowed in any of the piano practice rooms.
4. ***Food and drink are completely forbidden in all piano rooms. This includes any open or closed containers of beverages of any kind, including water.*** Under no circumstances should food or drink be placed on the pianos (this applies to faculty and staff as well). Repeat student offenders will have their grand piano practice room privileges taken away at the discretion of their instructor.
5. Close the practice room door shut when you leave - this will ensure that only FFSOM students are able to use the pianos.

IMPORTANT PERFORMANCE AND TUNING CONSIDERATIONS

1. FIRST AND FOREMOST: Plan ahead! Two weeks of lead-time is necessary for the Piano Tech Department to prepare for your piano needs. Also please note that the 7' Steinway Bs in Rooms 232 and 162 are kept locked. If you need access to these pianos, please make arrangements with the Piano Tech Department.

2. The Piano Technology Department has limited human resources. Pianos in Holsclaw and Crowder Hall are serviced on a near-daily basis during the academic year, which is adequate for the majority of needs. As a general rule, tunings are scheduled on or as close to the actual performance date as possible in order to ensure the highest possible musical standard.

3. The Piano Tech Department does not automatically tune pianos for every performance listed in the School of Music Calendar. However, we do make certain assumptions about "obvious need". For example, a listing that simply says "XYZ Ensemble, Crowder, 7 p.m." does not convey an *obvious* requirement of a piano. However, "B.M. Recital, John Doe, violin, Holsclaw, 4 p.m." does, as it is generally accepted that a piano will be needed for accompaniment. **I make every effort to check for any special notations on the FFSOM Calendar listings. However, the more complete information you provide to the Technical Staff, the easier it is for us to provide for your piano needs.**

4. When you are scheduling a performance that requires special piano services, consult the piano tech staff. Needs such as duo-piano recitals, piano lid removal, "prepared" piano, or recording sessions must be coordinated with a variety of different university agents. The schedules of many people have to be considered, especially in heavy-use rooms such as Crowder or Holsclaw. **Be mindful of the costs! The Fred Fox School of Music has limited resources.**

5. A note about the harpsichord in Holsclaw Hall:

There is a 7-foot double manual Hill & Tyre harpsichord available for instrumental and vocal performances requiring A-440 standard pitch. The Piano Tech staff tunes this instrument upon request. As we are not harpsichord technicians, we do our best to manage minor service problems concerning these instruments.

6. Classrooms/classroom pianos:

Classroom pianos are not available as substitute piano practice rooms. If a classroom is available, students can reserve rehearsal time under the following circumstances:

- To rehearse for an upcoming recital being held *in that classroom*.
- To rehearse with an ensemble that requires a large room.
- To rehearse a piano concerto that requires the use of two pianos.
- To record a CD or DVD for auditions or competitions.

A FEW DOs AND DON'Ts

DOs: planning ahead for your piano needs, etc.

*While an attempt is made to tune all pianos in instrumental and vocal faculty studios at least once per semester, I rely upon the faculty to inform me when additional or special tunings are needed in a teaching studio. *You must let me know in writing (cvg@email.arizona.edu) and I will make every effort to address your piano service need as soon as possible, often within a week. Be sure to include a copy of your schedule so I can plan accordingly.*

*Pianos are delicate and expensive instruments. Please treat each instrument as if it were your own: with respect. The cost of maintaining them is quite high. Our six-foot grand pianos average \$65,000 apiece, and our seven-foot grand pianos average \$85,000 apiece. Our nine-foot concert pianos (three in number) have a current replacement cost of \$125,000 each! They are quite valuable and worthy of respect.

*If you have a technical problem with a piano including broken strings, pencils inside pianos, etc., please leave a note either at the Piano Shop (Room 129), in Cassie's mailbox, or email at cvg@email.arizona.edu or rpwoodruff@email.arizona.edu

*Should you have reason to believe someone is engaged in destructive behavior toward a piano, please notify someone in a position of responsibility immediately, such as the Front Office personnel or one of the Piano Tech Staff. Quick action can sometimes minimize damage.

*Exercise proper care of the concert instruments in Holsclaw Hall, Crowder Hall, Rm. 232 and Rm. 162 by making sure to cover them after each authorized use. *Also take care to have clean hands to minimize hand & finger prints, and not to bump the pianos against walls, chairs or music stands when moving them around.* No one likes to see a dirty, damaged recital piano.

*Please use consideration and common sense when it comes to making special or personal requests for piano service. We ask that you keep in mind the needs of others for pianos that are available and in good service. Remember that the Piano Technology Dept. is here to advise and serve you with your piano needs. Your cooperation in assisting those efforts is greatly appreciated.

DON'Ts: food, prepared piano, lid removal, etc.

***Under no circumstances should food, drink, or delicate personal items be placed on the pianos** (this applies to faculty and staff as well as students.) Irreparable damage results from accidental spills on any part of a piano, as well as scratches that mar the surface of the finish. The consequences are higher maintenance costs and fewer pianos to utilize for practice, teaching, or performance.

***Concert instruments are not to be used for any "prepared" piano.** Should you have need of an instrument for such literature, consult the Piano Tech Dept. about your special requirements. The same applies to pianos in the practice facility or classrooms.

****Removing grand piano lids is not allowed.*** Currently every performance instrument in our inventory has been damaged from improper lid removal. If you believe your performance has a lid-removal need, you must contact the Piano Tech Dept. and the Technical Staff before your performance for consideration. Under no other circumstances are lids to be removed. The same applies to practice rooms and classrooms.

***Remember that pianos are instruments and not tables.** Please keep items such as instrument cases, coats, book bags or backpacks and other paraphernalia **off the pianos.** **Potted plants should not be placed on pianos.** Water rings damage the finish of the piano, and there is no guarantee that a disastrous accidental spill might not happen.

***The Piano Tech Dept. will not be responsible for removing items such as valuable instruments, bows, artwork, sculptures, etc. in order to service a piano.** *If the piano is not clear when I arrive for a tuning appointment, we will not service the instrument and we will have to reschedule.*

***Please take care not to throw piano covers on the floor** in recital locations. The covers need to be kept free of dust and dirt in order to protect the finish of the pianos. Roll them up and place them on a chair or desk.

***Do not attempt to retrieve lost items from inside a piano yourself!** We are available for emergencies. If you have an immediate need, such as a watch that has fallen into an action, or other valuable item (including rings, pencils, pens, etc.) notify me as soon as possible. It is important to remove foreign items from inside a piano as soon as possible to avoid damage to the piano or the valued item.

IN SUMMARY

DO use common sense and respect in treating the pianos at the School of Music. Use them as they are designed to be used: to make music!

DON'T abuse or mistreat the pianos by thoughtlessness or ignorance. **When in doubt, consult the Piano Tech Dept.** We'll be happy to help!

THANK YOU!