

**A GUIDE TO PIANOS
AT
THE UNIVERSITY OF ARIZONA
FRED FOX SCHOOL OF MUSIC
2018**

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, 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 also applies to faculty and staff. Repeat student offenders will have their piano practice room privileges taken away at the discretion of their instructor.
5. Close the practice room door behind you 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 ahead of your performance, the easier it is for us to provide for your piano needs.

4. Performers, conductors, pianists, take note: as listed on the online tech sheet, PREPARED PIANO requests REQUIRE that you speak with the Piano Tech Dept. prior to your first rehearsal. After you meet with the Piano Tech Dept you may or may not receive permission to "prepare" a piano, which will be considered on a case by case basis. Keep in mind that prepared piano is not allowed on our concert hall instruments. Needs such as duo-piano recitals, "prepared" piano, or recording sessions must be coordinated with a variety of different university agents, so the schedules of many people have to be considered.

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. This harpsichord cannot be moved to other locations within the FFSOM building. The Piano Tech staff tunes this instrument upon request.

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:

*Do make tuning requests via email. While an attempt is made to tune all pianos in teaching 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. 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.

*Do treat each instrument as if it were your own: with respect. Pianos are delicate and expensive instruments and the cost of maintaining them is quite high. Our six-foot grand pianos average \$75,000 apiece, and our seven-foot grand pianos average \$109,000 apiece. Our nine-foot concert pianos have a current replacement cost of \$172,000 each! They are extremely valuable and worthy of respect.

*Do contact the Piano Tech Dept 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.

*Do contact the Piano Tech Dept 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.

*Do 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.

*Do 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:

*Do not consume food, drink, or place delicate personal items on pianos. This also applies to faculty and staff. Irreparable damage results from accidental spills on any part of a piano, as well as scratches and dents that mar the surface of the finish. The consequences are higher maintenance costs and fewer pianos to utilize for practice, teaching, or performance.

*Do not use concert instruments for any "prepared" piano. Should you have need of an instrument for such literature, you must always first consult the Piano Tech Dept. about your special requirements. The same applies to pianos in the practice facility or classrooms.

*Do not request the removal of grand piano lids, it is not allowed due to excessive wear and tear.

*Do not use pianos as tables. Please keep items such as instrument cases, coats, book bags or backpacks and other paraphernalia off the pianos. Potted plants cannot 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.

*Do not leave valuable items such as instruments, bows, artwork, sculptures, etc. on top of your piano. If the piano lid is not cleared before your scheduled tuning appointment, we will not service the instrument and we will have to reschedule.

*Do not ever throw piano covers on the floor. The covers need to be kept free of dust and dirt in order to protect the finish of the pianos. When covers are thrown on the floor, they pick up dust which then transfers onto the piano. Instead, roll covers up and place them on a chair or desk, remembering to replace them when your class or rehearsal is finished.

*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, impatience or ignorance. When in doubt, consult the Piano Tech Dept. We'll be happy to help!

THANK YOU!