SUPPORT SERVICES

Music Instrument Repair

I. Purpose

The purpose of this regulation is to outline the repair/maintenance of school owned musical instruments.

II. Responsibilities and procedures for band and string instrument repair

A. Music teachers are responsible for instructing students in the proper care and handling of school owned instruments. If an instrument is damaged as a result of abuse or gross negligence, students may be held accountable for the cost of repair or replacing musical equipment.

B. The music teacher contacts the Supervisor of the Arts stating a repair is needed.

C. Repair vendors are contacted by the Supervisor of the Arts to pick up an instrument(s).

D. If a music teacher contacts a repair vendor for a repair, the cost of the repair becomes the responsibility of their school.

E. A completed Musical Instrument Repair form #61582450426G (Attachment A), is required for each instrument/bow type to facilitate the instrument repair process. The form improves record keeping and communication between the music staff, the repair vendor, and the Supervisor of the Arts.

III. Responsibilities for piano tunings

A. Requests for piano tunings will be made to the Supervisor of the Arts a minimum of two weeks in advance of the date needed. The repair contractor will be contacted by the Supervisor of the Arts to schedule a building visit.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2018.
**MUSICAL INSTRUMENT REPAIR FORM**

<table>
<thead>
<tr>
<th>Instrument:</th>
<th>Make:</th>
<th>Serial #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co. Tag#:</td>
<td>School:</td>
<td>Date Sent:</td>
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</table>

**Repairs Requested:**
____________________________________________________________________________________
____________________________________________________________________________________

Repairs needed due to: Normal Wear: _____ *Accident: _____ * Student Neglect: _____

* Explain: __________________________________________________________

**Director Signature:** ___________________________ **Date:** ___________________________

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THIS FORM IS REQUIRED FOR EACH INSTRUMENT/BOW TYPE TO FACILITATE THE INSTRUMENT REPAIR PROCESS. COMPLETE EACH AREA AND SEND FORM (PINK) TO THE SUPERVISOR OF THE ARTS, UPON REQUEST APPROVAL. THIS FORM IS USED TO ASSESS INSTRUMENT CONDITION PRIOR TO APPROVAL WHEN AN ESTIMATE IS RECEIVED FROM THE REPAIR VENDOR.

PLEASE ADHERE TO THE DISTRIBUTION INFORMATION ON THIS FORM.

Form# 61582450426G (rev. 2014) DISTRIBUTION: White—School/Director; Yellow—Repair Service; Pink—Supervisor of the Arts