

PUERTO RICO CONSERVATORY OF MUSIC



CONSERVATORIO
DE MÚSICA DE PUERTO RICO

INSTRUMENTS REPAIR AND MAINTENANCE PLAN

PUERTO RICO CONSERVATORY OF MUSIC INSTRUMENTS REPAIR AND MAINTENANCE PLAN

PIANO & HARPSICHORD

The piano collection and harpsichord are maintained in working conditions through out the year. The Conservatory employs a full-time piano technician who is in charge of maintaining all instruments in perfect working conditions and in tune. The technician works a monthly tuning schedule to maintain instruments in shape and also tunes the concert hall pianos before every performance.

Major repairs, regulation and voicing to Steinway pianos is supported by the company's technicians who are contracted at least once a year to attend the specialized needs of these of brand of pianos.

The harpsichord is also maintained by the in housed piano technician who regularly tunes and repairs this very delicate instrument.

Service requests by faculty/ students for tuning and/or maintenance of the pianos and/or harpsichord is processed through the Dean of Academic Affairs Office who reports it to the Director of Operations to whom the piano technician reports.

The Concert Office also takes an active roll in overseeing the weekly conditions of the pianos and harpsichord located in the Performance Halls.

STRING, HARP, BRASS, PERCUSSION & WOODWINDS

This collection of instruments is used for supporting the different *Teaching Methods* courses, as well as the Secondary Instrument studio classes.

This collection is kept in a special instrument storage area and kept in a stable air conditioned space.

Once a year after students return the instruments loaned, they are sent to the shop for a complete overhaul to get them ready for the following academic year needs. If any instrument needs an "emergency repair" the requisition is processed by the Academic Deanship Office and the Operations department.

Any "need base" situation is also taken into consideration and attended throughout the year.

In the case of percussion instruments, the Conservatory provides release time to one (1) faculty member who is responsible for overseeing the collection, authorizes loans, movements, channels any maintenance and repair situation and is responsible for the security of the collection. The faculty member in charge continuously assesses the conditions of the instruments and recommends repairs and maintenance which are channeled through the Academic Deans office to the Operations Director.

PIANO LAB, ORGAN & ELECTRIC PIANOS

The Piano Lab and electronic keyboards are maintained as needed throughout the year. If repairs are necessary service requests are processed in collaboration with the Operations Director. A local company who are exclusive dealers for the Yamaha products provide specialized maintenance to these instruments.

The organ is maintained by the Allen company in visits coordinated by the company to maintain islands organ of this brand. The specialized nature of the instrument requires the expertise of company's technicians who provide periodic preventive maintenance to the instrument.

PURCHASE, MAINTENANCE AND REPAIRS

Instrument acquisition needs are directly tied to the budget process each year. Faculty are consulted by the Dean of Academic Affairs to assess new instrument needs for the following academic year. Petitions also include special maintenance and repairs needs. Requests require justification and a brief rationale stating the importance of the proposed instrument and all details on the specifications. All instrument petitions are evaluated and prioritized to be later included in the following academic year's budget. Final decisions regarding approved purchases for the upcoming year are communicated to the faculty after budget approval and they also participate in the process of identifying the providers and selection of the best instruments available.

**Puerto Rico Conservatory of Music
Maintenance Plan for Instrumental Collection**

CHECK		TASK		TASK		DETAILS	
<input type="checkbox"/>	HALL PIANOS SANROMÁ (100)	<input type="checkbox"/>	STUDIO/PRACTICE ROOMS PIANOS	<input type="checkbox"/>	Check the operation of the pianos. Verify tuning, voicing, action regulation, overhaul, and painting (as necessary). Check for proper protection (cover and location)	Check the operation of the pianos. Verify tuning, voicing, action regulation, overhaul. Check for proper protection (cover and location)	
<input type="checkbox"/>	FIGUEROA (300)	<input type="checkbox"/>	100's	<input type="checkbox"/>			
<input type="checkbox"/>	MARIA ESTHER (115)	<input type="checkbox"/>	200's	<input type="checkbox"/>			
<input type="checkbox"/>	SIBERIA (214)	<input type="checkbox"/>	300's	<input type="checkbox"/>			
<input type="checkbox"/>	PIANO BENCHES	<input type="checkbox"/>	PIANO BENCHES	<input type="checkbox"/>	Verify all pianos have a matching bench; lubricate screws; repair and replace any missing part	Verify all pianos have a matching bench; lubricate screws; repair and replace any missing part	
<input type="checkbox"/>	STRINGS, Violins and violas	<input type="checkbox"/>	BRASS Trumpets	<input type="checkbox"/>	Replace bow hair and other bow parts; Reset bridge, sound post, tail piece,	Replace necessary springs, felts, and corks; clean, oil, and regulate	

CHECK	TASK	DETAILS	TASK	DETAILS
		nut, tailgut		pistons and slides; silver solder any broken keys or loose braces; free frozen slides; pull frozen mouthpieces; repair dent in bell flare, as necessary
☐	STRINGS <i>Cellos and basses</i>	Replace bow hair and other bow parts; reset bridge, sound post, tail piece, nut, and tailgut; regulate and repair slipping pegs	☐	BRASS <i>Trombones</i>
				Replace watery cork; Remove minor dents, clean, and align playing slides; Silver-Solder broken or loose braces; Free frozen slides; Pull frozen mouthpieces; repair minor dents in bell flare

CHECK	TASK	DETAILS	TASK	DETAILS
☐	BRASS <i>Tubas</i>	Replace necessary springs, felts, and corks; Replace water key cork; Clean, Oil; and regulate pistons and slides; Silver-Solder broken or loose Braces; Free Frozen Slides; Pull Frozen mouthpieces; Repair minor dents in bell flare	☐	BRASS <i>Horn</i> Re-String and regulate rotary valves; Silver-Solder broken or loose braces; Free any frozen slides; Pull frozen mouthpieces; Repair minor dents in bell flare.
☐	Euphoniums	Replace necessary springs, felts, and corks; Replace water key cork; Clean, Oil; and regulate pistons and slides; Silver-Solder broken or loose Braces; Free Frozen Slides; Pull Frozen mouthpieces; Repair minor dents in bell flare	WOODWINDS	WOODWINDS Replace necessary pads, corks, springs, etc.; Regulate
☐	WOODWINDS <i>Flutes</i>	Replace necessary pads, corks, springs, etc.; Regulate	WOODWINDS	WOODWINDS Replace necessary pads, corks, springs, etc.; Regulate

CHECK		TASK		DETAILS		TASK		DETAILS	
				mechanism and perform leak-test; Silver-Solder any broken keys; Free Frozen rods			E b Clarinets	mechanism and perform leak-test; Silver-Solder any broken keys; Free Frozen rods; Fill and/or pin body cracks; Tighten joints and bell rings	
<input type="checkbox"/>		Piccolo					Alto Clarinet		
							Bass Clarinet		
<input type="checkbox"/>		WOODWINDS Soprano Saxophones		Replace necessary pads, corks, springs, etc.; Regulate mechanism and perform leak-test; Silver-Solder any broken keys; Free Frozen rods		<input type="checkbox"/>	WOODWINDS Oboes	Replace necessary pads, corks, springs, etc.; Regulate mechanism and perform leak-test; Silver-Solder any broken keys; Free Frozen keys; Fill and/or pin body cracks; tighten joints and bell rings	
<input type="checkbox"/>		Alto Saxophones							
<input type="checkbox"/>		Tenor Saxophones				<input type="checkbox"/>	English Horn		
<input type="checkbox"/>		Baritone Saxophones							

CHECK		TASK		DETAILS	
		PERCUSSION		PERCUSSION (Minor)	
<input type="checkbox"/>			Replace heads; Repair bent key rods/lugs; repair strainer; adjust snare; repairs stands; replace any missing parts; clean; tuning (mallets).	<input type="checkbox"/>	Replace heads; Repair bent key rods/lugs; repair strainer; adjust snare; repairs stands; replace any missing parts; clean.
<input type="checkbox"/>		HARPS	Pedal wrapping; Regulation; Re-stringing; de-buzzing; soundboard repairs; gilding; action re-riverting and refurbishing	<input type="checkbox"/>	Tuning; voicing; Strings changing; tongue changing; Delrin plectrum regulation, jacks, hangers, actions, buff pads, soundboard cleaning, cleaning keys and case.
<input type="checkbox"/>		PIANO LAB	Action; connections; cleaning keys and case; earphones revision and replacement (as needed); Check amplifier switches, keys,	<input type="checkbox"/>	Check amplifier switches, keys, and pedals; Perform standard tests to ensure conformance to standards; Wiring, repair,
				ORGAN	

CHECK	TASK	DETAILS	TASK	DETAILS
		and pedals; Perform standard tests to ensure conformance to standards; Wiring, repair, and installation of parts as needed.		and installation of parts as needed.
	ELECTRIC KEYBOARDS	Action; connections; cleaning keys and case; earphones revision and replacement (as needed); Check amplifier switches, keys, and pedals; Perform standard tests to ensure conformance to standards; Wiring, repair, and installation of parts as needed.		