

**WICHITA STATE UNIVERSITY
SCHOOL OF MUSIC
PIANO TUNING AND REPAIR POLICIES AND PRACTICES**

1. **Scheduling piano maintenance for studio pianos:** please send an email to piano.tech@wichita.edu with the best day and time to access your studio piano. For emergencies please text Dr. Howard at 316-207-6704.

2. **Pianos needed for performances:** as soon as you know when a piano is needed, or you have completed the Performance Facilities Technical Sheet, please send an email, with the information, to piano.tech@wichita.edu so that tuning and concert prep can be scheduled. Please be specific about which instrument will be used and when rehearsals are.
 - **Wiedemann**
 - Bosendorfer: available for everyday use, the default choice for recitals, ensembles, accompaniment, etc.
 - Steinway: reserved for solo or feature piano as requested from Andrew Trechak
 - **Miller**
 - Steinway I: available for everyday use, the default choice for recitals, ensembles, accompaniment, etc.
 - Steinway II: reserved for solo or feature piano as requested from Andrew Trechak

3. **Piano Maintenance**
 - Studio pianos, classroom pianos, and the student practice room pianos are tuned two to four times per year, on a seasonal schedule.
 - All pianos will experience fluctuations based on humidity and use.

4. **Problems**
 - With the casters, spills, benches, music rack, key tops, tuning, action, squeaks, rattles, etc. please email piano.tech@wichita.edu
 - If the light is blinking under the piano in C116 please email piano.tech@wichita.edu

5. **General rules for all pianos**
 - Please treat as musical instruments, no items on the pianos.
 - Cover the keys and close lids after each use to reduce dust accumulation.
 - Keep cover on piano when not in use. Fold inside in and place on a chair, not the floor.
 - Please avoid eraser crumbs and chalk dust in the pianos.
 - No food or drink near the pianos.
 - Clean keys regularly with Cory Key Cleaner or dry cloth.
 - Do not move a piano alone. Request professional supervision or advice.

Approved by the Piano Area faculty on November 6, 2018.