

CORPORATE SERVICES
MUSICAL INSTRUMENT REPAIR & PIANO TUNING REPAIR FACT SHEET

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REVISED 18/07/2006

Which musical instruments including pianos will Corporate Services repair?

Corporate Services will repair only School District #36 (Surrey) owned, standard musical instruments and equipment normally used in a K–12 environment and repair/tune pianos as long as:

- 1) Any equipment purchased through PAC or non-district funds that has been approved by Corporate Services prior to purchase.
- 2) Donated equipment has been approved prior to SD36 accepting the donation as per SD36 Policy and Regulation No 4430.1, 5305.
- 3) Elementary schools - only one piano will be supported by Corporate Services unless; the school has two or more floors and/or the music room and stage are located on separate floors and there is no reasonable way of moving the piano from floor to floor, then two pianos will be supported.
Secondary schools - only two pianos will be supported by Corporate Services.

For schools exceeding this entitlement and requiring piano repair or tuning, they will need to make arrangements, with the approved 'piano tuning' suppliers as noted near the end of this document.

NOTE: If required, Corporate Services will fund the tuning of pianos as outlined in point '3' of this section two times a year.

- 4) Equipment requiring repair as a result of improper handling will be charged back to the submitting school.

Which musical instruments including pianos will Corporate Services refuse to repair?

- 1) Equipment belonging to any individual (ie. Teacher or Parent) or organization, other than SD36 will not be repaired or serviced using School District funds (see also SD36 Policy No. 5809).
- 2) Items considered 'supplies' will not be repaired by Corporate Services and must be replaced by the school (i.e. Electronic tuning devices, drum sticks, drum heads, mouth pieces, cork grease, swabs, valve guides, and items requiring replacement at least once a year, etc.)
- 3) Non-standard equipment that is normally not a part of a K-12 environment or equipment exceeding entitlement.

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How do I request a repair?

To request a repair, a Corporate Services Repair request form must be filled out (enter as many items requiring repair on one page) or email Corporate Services with the following required information;

- Requesting school name and courier number
- Contact person
- Type of equipment requiring repair,
- Manufacturing name,
- Serial and model number,
- Model name if applicable,
- Approximate age of the equipment,
- A description of the problem
- Name of the 'approved' repairing company (must be a company contracted by Corporate Services – see below)
- If the work required is date sensitive please identify this

Once filled out, please fax or email your repair request form to Corporate Services at 604-590-2368.

Contact the identified supplier to make pickup arrangements of the musical instruments requiring repair.

Where can I get a copy of the Corporate Services repair form?

Corporate Services Repair Forms and other related information can be found in First Class by following this path:

First Class Desk Top

Select 'SD36 Staff Conferences'

Select 'District Departments'

Select 'Corporate Services Dept'

Select 'Corporate Services Info'

Double click on 'Repair Request Form.pdf'

What happens once the supplier has the instruments requiring repair?

Upon receipt of your request, Corporate Services will require a quotation from the approved supplier. Upon receipt of the quotation Corporate Services will assess the costs

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and work required, and either a) approve and request the supplier to proceed with the required work or b) disapprove the quote.

If the repair quote hasn't been approved, the school will be contacted and the issue(s) will be discussed.

What are the names of the approved suppliers for the 2006/2007 school year?

Listing of approved **musical instrument** repair suppliers in alphabetical order:

SUPPLIER NAME	CONTACT	TEL	FAX
King's Music Ltd. (Abbotsford)	Jack Koning	604-853-5996	604-853-5113
Long & McQuade Ltd (Surrey)	Brent Belair	604-588-9421	604-588-9420
Matterhorn Music Inc. (Surrey)	David Gsponer	604-596-7616	604-294-9757
Prussin Music Inc. (Vancouver)	Chris or Jerry	604-736-3036	604-736-3027
Tapestry Music (White Rock)	Bob Mullett	604-538-0906	604-538-0962
Tom Lee Music Co. Ltd. (Langley)	Terry Dean	604-685-8471	604-685-2513
Windworks (Vancouver)	Chris Startup	604-728-6481	604-255-6762

Listing of approved **piano tuning** suppliers in alphabetical order:

*Important - Please provide at least two weeks notice for tuning requirements.

Thomas Lukic Piano Tuner Tech	604-831-5443
Wilhem Schickgramm	604-760-7743 604-534-2842

Questions?

Contact Corporate Services by either emailing 'Corporate Services' on First Class or calling 604-501-8552.