

Church: _____

Contact person: _____



Church Piano Maintenance Preliminary Work-Up

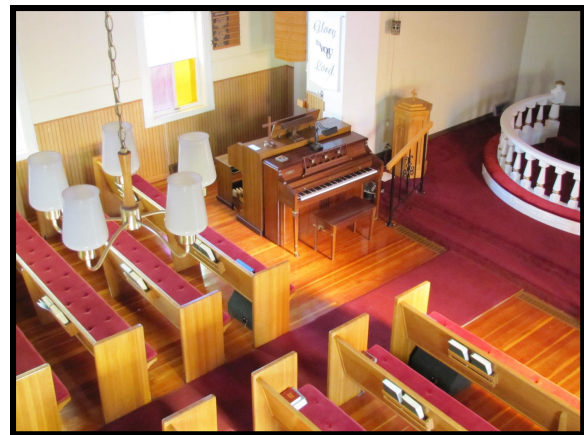
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Foreword: If the pianos of your church would benefit from a well-planned maintenance program, this brief work-up is intended to get the ball rolling. Many times what is needed to accomplish a worthwhile goal in a church is a good starting point — one which brings the various interested parties together to make the necessary decisions to get the project off the ground. This material is intended to help facilitate that process. If you will follow the recommendations outlined here, your church will be well on its way to instituting a maintenance program for your pianos which will ensure that they are always ready to provide music when the occasion arises.



Maintenance of pianos:

In order to bring your church pianos up to a high state of maintenance and usefulness, the following steps are recommended:

- I.** Designate members of a special committee with ties to the music, worship and finance committees to coordinate the effort.
- II.** Set up an initial meeting and invite other interested parties, such as the church pianist, pastor, etc. If you would like for me to be in attendance, please notify me well in advance of the proposed meeting time.
- III.** Complete a walk-through of the church, conducting an informal inspection of all the pianos owned by the church. This is a very important step, especially with a larger church where pianos may be tucked away in odd rooms and corners!
- IV.** Fill out the inventory pages printed at the end of this booklet.
- V.** Schedule a time for me to conduct a thorough follow-up inspection of the church's pianos. I will put together an overall proposal based on both my findings and the committee's intentions as outlined in their completed inventory.
- VI.** Set up a follow-up meeting of the select committee and interested parties to discuss and act on the proposed plan of action. Again, if you would prefer to have me in attendance, notify me well in advance of the meeting so I can schedule accordingly.
- VII.** Depending on the decision of the committee, I will be glad to provide a time-frame for the completion of the work. Repairs to be done on-site will need to be coordinated with both my schedule and the calendar of the church office. If any work is to be done in the shop (either of piano actions, keyboards or entire pianos), pick up and delivery times will need to be scheduled in.
- VIII.** After the church pianos are brought up to proper condition, an on-going maintenance schedule involving regular tuning, regulation, voicing, etc. should be established. Pre-scheduling of service dates may be preferred.

I look forwards to working with the members of your church to assist in bringing the pianos of your church up to a high level of maintenance.

To help in developing an effective plan of action, first take the time to complete the following inventory of instruments, going in order of importance:

Piano # 1

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 2

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 3

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 4

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 5

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 6

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 7

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 8

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 9

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 10

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 11

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Piano # 12

Location: _____

Type: Large grand / small grand / upright / console / spinet

Brand: _____ **Serial #:** _____

Maintenance priority: High / Medium / Low

Comments:

Pertinent information:

Please list any important factors for me to take into account when putting together a proposed plan of action—such things as budgetary considerations, intended usage of pianos, etc.—in order that the plan best fit the circumstances and needs of the church.