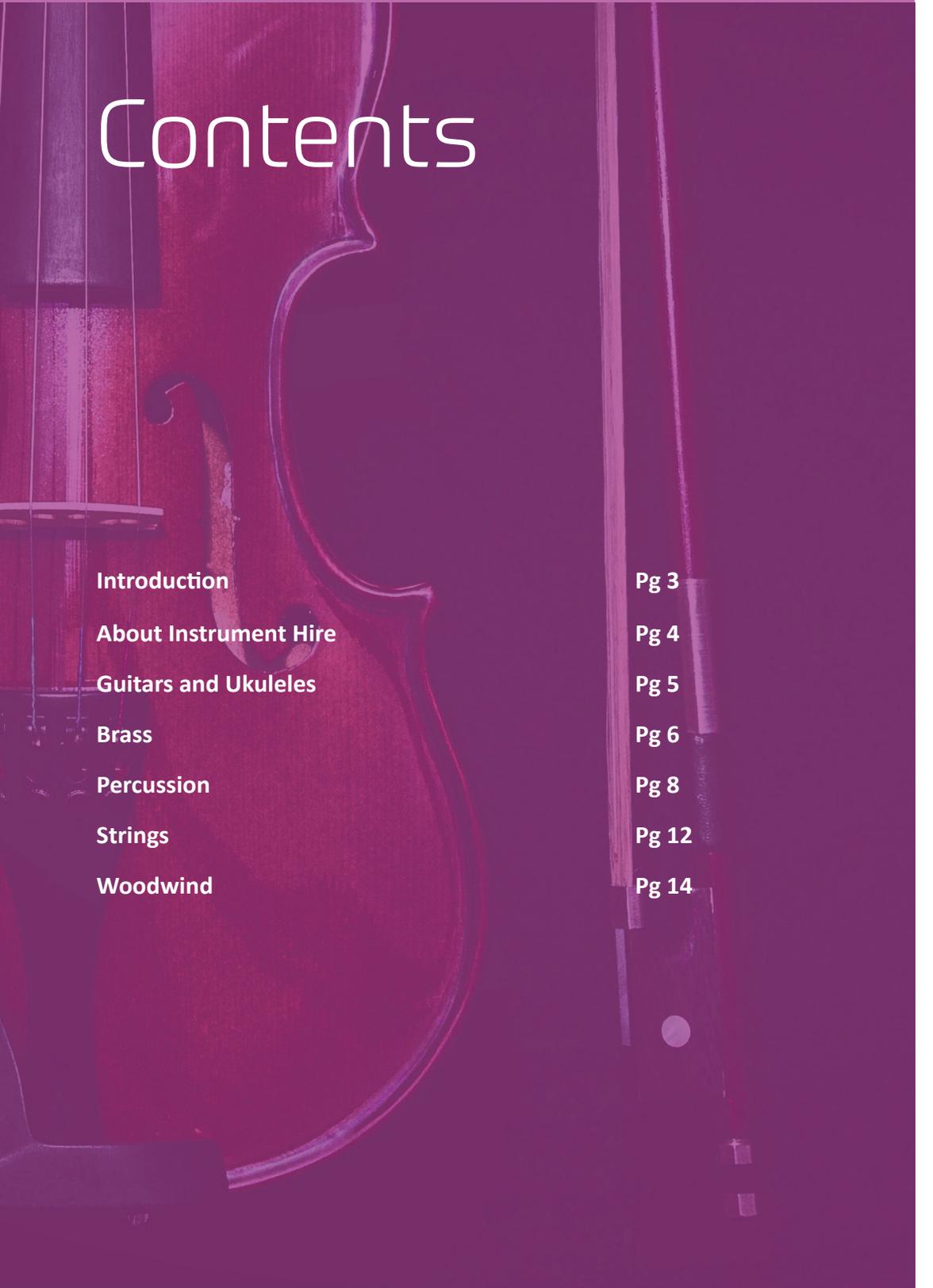




Kent Music

Instrument Care Guide

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Introduction

An essential part of the Music Resources Kent Hire/Loan Agreement is that you take good care of the musical instruments supplied to your school. It is important to keep them safe and well maintained. This booklet aims to give you basic guidelines on how to store, clean, and look after musical instruments.

Schools should be aware that musical instruments are fragile and expensive. It is the school's responsibility to maintain the instruments Hired/Loaned to them. It is recommended that you:

- Ensure the instruments are treated with care at all times as directed by the teacher
- Only allow instruments to be used by pupils as appropriate
- Make sure that space is made available for the safe keeping of the instruments. When instruments are not being played, they should be kept securely in the cases provided

For information regarding tuition and ensembles, please visit our website www.kent-music.com. If you would like any further instrument advice, please contact us at Music Resources Kent.

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About Music Resources Kent

Instrument hire is available for all Kent schools and academies through Music Resources Kent. Music Plus instruments are available for free whilst non-Music Plus instruments are hired at a special school rate. Music Resources Kent offer a free delivery and collection service by arrangement. Instruments are checked and serviced before delivery and after collection.

Schools are required to sign and return a copy of the Loan/Hire Agreement before an instrument delivery can take place and will be given a receipt at the time of the delivery/collection.

Musical instruments available for hire/loan through Music Resources Kent:

- Strings: Violin, Viola, Cello, Double Bass, Acoustic Guitar, Classical Guitar, Electric Guitar + Amp, Electric Bass Guitar + Amp, Ukulele
- Woodwind: Flute, Clarinet, Saxophone, Bassoon, Oboe
- Brass: Cornet, Trumpet, Tenor Horn, Baritone Horn, Trombone, French Horn, Euphonium, Tuba
- Other: Recorder, Djembe, Digital Drum Kit, Junior Drum Kit, Keyboard, Roll Up Keyboard, Metallophone, Xylophone, Samba Kit, Fife, Ocarina, Dunun Drum, Dhol Drum, Junior Snare Drum, Assorted Untuned Percussion

Please refer to the Music Resources Kent fees for schools list for details of the cost of hire.

For advice or to arrange the loan/hire, repair or replacement of instruments, please contact Felicity Vinall, Music Resources on 01622 358442 or fvinall@kent-music.com.

Guitar and Ukulele

Storage

Store the guitar or ukulele away from direct sunlight and heat sources e.g. radiators. These instruments are made from a thin wood and changes in temperature will cause cracks not only in the varnish and glue, but in the wood itself. Always keep the guitar or ukulele in its case when not in use, making sure that the case is zipped up.

Strings

When tuning, use the pegs and be careful not to overtighten the strings as they may snap. Carefully dust the fingerboard under the strings and by the bridge using a soft cloth.

Transport

When transporting a guitar or ukulele, keep the instrument in a closed case and make sure the instrument is lying flat, string-side up.

Cleaning

To clean the guitar or ukulele, wipe it with a warm, damp cloth. Do not use any type of solvent or alcohol based products as this can damage the finish. Perspiration may also damage the guitar or ukulele so it is important to keep it dry. Before storing, wipe with a clean, dry cloth.

Restringing

When restringing a guitar or ukulele, remember to:

- Make a note of how the strings are attached at both ends – this will be important when you put your new strings on
- Detune and retune the strings evenly so as not to put undue stress on the neck of the instrument
- Be sure to put the strings on in the correct order (generally the thicker the string, the lower the note)

Brass

Brass instruments are easily dented and, although some dents have little effect, one tiny dent in a trombone slide or valve case can make the instrument unplayable. The outside of lacquered and silver plated instruments should be wiped with a dry, clean cloth. Never use metal polish on lacquered, brushed silver or silver plated instruments. Store the instrument at room temperature and keep away from heat sources. When the instrument is not being used, make sure it is locked securely in its case and away from young children. Valves and trombone slides must be lubricated at least once a week to prevent them from sticking.

Tuning slides- all brass instruments

Carefully remove slides, one at a time, while depressing the appropriate valve. Remove old grease from the inside and outside of the tubing using a soft cloth and flushing through with warm water and washing up liquid. Dry slides using paper towel or cloth and apply fresh slide grease. Before replacing the slides, make sure that the relevant valve is depressed.

Cornet, trumpet, tenor horn, baritone horn, euphonium, tuba

Always remove and replace valves one at a time by unscrewing the top cap. Make sure to keep the valves in the correct order and take care not to lose the valve spring. Next remove the caps at the bottom of the casing. Carefully clean the caps, pistons and inside casing with a clean, lint free cloth. Oil the piston using valve oil. Line the piston key up with the inner casing slots and replace each valve in the correct order. Valve caps can thread easily, so replace the bottom and top caps carefully to finger tightness.

Trombone

Trombone slides must be lubricated at least once a week before they stick. Hold the slide section only and carefully remove the outer slide. Clean the slide with a lint free cloth. Every term it is recommended that you clean the inside of the outer slide with a flexible brush (not provided). Never try to run a flexible cleaning brush around the bottom of a trombone outer slide. Apply fresh slide cream and/or oil before carefully replacing the outer slide. The teacher will give you advice regarding the cream and oil you need to use.

Rotary valves (Horn, Bb/F trombone)

Never disassemble a rotary valve or its linkage. The teacher will show you how to lubricate correctly using valve oil. Keep caps and piston valves lightly greased. Avoid bending the linkages and never store music in the horn case.

Cleaning

Once a month, thoroughly flush the instrument through with warm water and several drops of washing-up liquid. Work the valves and slides and then rinse with cold water. Take care not to dent the instrument on the bath, sink or taps. Dry the instrument carefully with a soft, clean, lint free cloth. Oil the valves and grease the slides using valve oil and slide grease. Music Resources Kent provides enough grease/oil for each set of brass instruments supplied to schools, but not one pot per instrument. It is the school's responsibility to replace oil and grease as required. Every term, a flexible cleaning brush (not provided) should be used to clean the slides and tubing before oiling and greasing.

Mouthpiece

Keep the mouthpiece clean using a mouthpiece brush and cloth (antibacterial wipes are suitable). Ensure the outside of the mouthpiece tube is clean before you assemble it with the instrument or it is likely to get stuck. Put the mouthpiece in the interment with a gentle turning action. Never try to remove a stuck mouthpiece (there is a special tool for this). Contact Music resources Kent if a mouthpiece needs removing.

Percussion

Storage and General Handling

Percussion instruments need to be stored away from direct sunlight and heat sources e.g. radiators. Most instruments are made from metal and/or wood so changes in temperature will cause unnecessary wear and tear. After practising, clean instruments using a soft clean cloth only and place in cases and slipcovers, if provided. Cases protect instruments in transit and protect against moisture and dust.

Drums

Djembes

Keeping the skin of a djembe in good condition is essential. Djembes need to be played often to keep the instrument sounding bright and the skin in good condition. Make sure the instrument is only played using hands. The natural oils on your hands will prolong the life of the skin and will prevent moisture damage. Beaters, mallets and sticks will wear the skin and cause it to break. Tuned djembes can be de-tuned to prevent the skin splitting during transit or when being stored. Make sure not to over-tune before playing as this will put unnecessary strain on the skin and will ultimately lead to damage. The teacher will be able to show you how to tune djembes properly. After practising, wipe the shell of the djembe using a damp cloth. Do not use chemicals as they will dull the finish of the varnish. Before storing, place djembes in covers, bags or boxes (if provided). Always store djembes in a cool, dry location.

Dunun Drums

Dunun drums come in sets of 3, with each drum differently pitched. They are played using special sticks (either curved or straight). Dunun drums need to be de-tuned to prevent the skin splitting during transit or when being stored. Avoid over tuning the drums before playing as this will put unnecessary strain on the skin and will eventually cause it to split. The teacher will be able to show you how to tune the drums properly. After practising, wipe the shell of the drums using a damp cloth. Do not use chemicals as they will dull the varnish. Always store dunun drums in a cool, dry location.

Dhol Drums

Dhol drums are double-headed drums played using special sticks. They need to be de-tuned to prevent the skin splitting during transit or when being stored. Avoid over tuning the drums before playing as this will put unnecessary strain on the skin and will eventually cause it to split. The teacher will be able to show you how to tune the drums properly. After practising, wipe the shell of the drums using a damp cloth. Do not use chemicals as they will dull the varnish. Always store dhol drums in a cool, dry location.

Junior Snare Drums

Snare drums are played using wooden sticks. The tension of the skin can be adjusted using tension rods. Once playing has finished, wipe the outside of the drum with a soft clean cloth. Reduce the tension on the top and bottom heads and loosen the vertical adjustment of the snare guts a few turns. The teacher will be able to show you how to do this properly. Check for any corrosion or missing parts and inform Music Resources Kent if there are any problems. Snare drums should always be stored in a cool, dry location.

Junior Drum Kit

Kits need to be well maintained in order to keep the right pitch and tone. Kits should be cleaned at least once a week to avoid a build up of dirt and grime and prevent corrosion.

To clean the shell of a drum, use a soft clean cloth to remove any dust. Next use a damp soft cloth (washing up liquid or other ammonia-free detergent may be added) to remove fingerprints and grime. To dry the shell, use a cotton cloth.

To dust the drum head, a cotton cloth can be used. If the head is white, use a damp cloth to remove dirt, and if the drum head is clear, a small amount of washing up liquid or other ammonia-free detergent may be added to the damp cloth. Never pour water onto the drum.

Cymbals can collect quite a lot of dust and dirt in the grooves of the metal. Use a soft damp cloth to clean the cymbal and avoid using harsh chemicals (washing up liquid or other ammonia-free detergent may be used). Dry using a cotton cloth. There are also specific cymbal cleaning products available online and at musical instrument retailers.

Clean the chrome hardware at the same time as the rest of the kit. You can use furniture polish with a soft clean cloth or duster but, to make it really shine, use chrome polish (i.e. Autosol or similar).

Percussion

Samba Kit

Surdos

Surdo drums should always be played using the large padded beaters provided. After playing has finished, wipe the surdos using a soft clean cloth to remove dust and dirt. A build up of dust and dirt will affect the tone and pitch of the drums. Next use a damp soft cloth (washing up liquid or other ammonia-free detergent may be added) to remove fingerprints and grime. To dry the shell, use a cotton cloth. Nesting surdos can carefully be placed inside each other before storing. Keep surdos in box provided when not in use. Always store in a cool, dry location.

Repiniques

Repiniques should always be played using the sticks provided. To clean the shell, use a soft clean cloth to remove any dust. Next use a damp soft cloth (washing up liquid or other ammonia-free detergent may be added) to remove fingerprints and grime. To dry the shell, use a cotton cloth. To dust the head, a cotton cloth can be used. If the head is coloured, use a damp cloth to remove dirt, and if the drum head is clear, a small amount of washing up liquid or other ammonia-free detergent may be used. Keep repiniques in box provided when not in use. Always store in a cool, dry location.

Caixas

Caixas are very similar to snare drums and must be cared for in the same way. Caixas should always be played using the sticks provided. The tension of the skin can be adjusted using tension rods. Once playing has finished, wipe the outside of the drum with a soft clean cloth. Reduce the tension on the top and bottom heads and loosen the vertical adjustment of the snare guts a few turns. The teacher will be able to show you how to do this properly. Keep caixas in the box provided when not in use. Always store in a cool, dry location.

Tamborim

Tamborims can be tuned using the lugs around the head of the drum. Be careful not to over-tune the drum as it will put unnecessary strain on the skin. To clean the shell, use a soft clean cloth to remove any dust and grime. To clean the head, use a lightly damp soft cloth. Keep tamborims in the box provided when not in use. Always store in a cool, dry location.

Agogos, whistles, ganzas, reco-recos, chocalhos, triangles

After playing has finished, wipe instruments using a soft clean cloth. It is recommended that you use antibacterial wipes and spray for whistles to prevent infection. Keep percussion instruments in the box provided when not in use. Always store in a cool, dry location.

Xylophones, Metallophones, Chime Bars

Xylophones, metallophones and chime bars come in 3 different sizes: soprano, alto and bass. They may also be diatonic or chromatic (bass instruments are usually diatonic with spare chromatic bars to use as required). Bars should only be removed by students as directed by the teacher. Music Resources Kent provides beaters but it is important to know which type of beater to use with which instrument. Felt or yarn beaters should be used to play xylophones however, they can be used to play any of these instruments. Wooden or rubber beaters are usually only reserved for metallophones or chimes bars but, if you need to use rubber beaters to play a xylophone, be careful not to mark or damage the bars. Do not use wooden beaters to play xylophones as they will mark and scratch the bars. It is recommended that sound boxes are dusted with a soft clean cloth at least once a month. Do not use polish or any other chemicals as they will dull the varnish. A damp cloth and washing up liquid (or similar) may be used to wipe metal bars clean. Furniture oil may be used on wooden bars to protect against moisture. After practising, store instruments in a dry, cool location and avoid stacking, if possible.

Miscellaneous Percussion

At Music Resources Kent, we have a variety of small percussion instruments available including wood blocks, two-tone wood blocks, triangles, claves, tambourines, tambours, maracas, cowbells, coconuts, guiros, finger cymbals, and a slit drum. Caring for these instruments is straightforward but necessary to prevent deterioration. Once playing has finished, wipe instruments clean using a soft cloth. A damp clean cloth may be used on varnished and metal instruments. Keep percussion instruments in storage boxes when not in use. Always store in a cool, dry location.

Strings

Storage and General Handling

Store the string instrument away from direct sunlight and heat sources e.g. radiators. String instruments are made of wood and changes in temperature will cause cracks not only in the varnish and glue, but in the wood itself. After practising, dust the instrument and the stick of the bow with a soft clean cloth to prevent the rosin from building up. When cleaning the instrument, do not use any alcohol based products because they will dissolve the varnish. When not in use, the string instrument should be kept securely in its case.

Violin and Viola

Shoulder rest

If you choose to use a shoulder rest (not provided with instrument), please ensure the rubber on the feet of the shoulder rest is intact. A sponge held on with an elastic band may be used in the place of a shoulder rest.

Case

Always remove the shoulder rest or sponge before putting the violin or viola in its case. Lock the case or zip it closed so that the instrument does not fall out when you lift it. Before placing the bow in the case, ensure that you have slackened the hair slightly (see below). The bow needs to be clipped into the case with the stick of bow facing upwards and the hair facing downwards.

Bow

To tighten the bow, turn the screw clockwise. This will need to be done before the instrument is played. Make sure not over-tighten the bow—there should still be plenty of curve in the stick. The space between the stick and the hair in the middle of the bow should not be wider than a pencil. To slacken the bow, turn the screw anti-clockwise. Do this before storing the bow in its case.

Rosin

Music Resources supply enough rosin for schools to use initially, but not one rosin per case. It is the school's responsibility to replace rosin as and when required. Apply as directed by the string teacher. If a lot of white dust can be seen on the instrument after playing, it is likely that too much rosin has been applied to the bow. Make sure that rosin is dusted from the instrument and the stick of the bow by using a soft clean cloth after each practice.

Cello and Double Bass

Storage

Regardless of whether the cello or double bass is in its case, do not lean the instrument upright against anything. It should lie on its side on the floor where it cannot be tripped over or damaged. Take care not to store the instrument in direct sunlight or near a heat source. Ensure the endpin is not sticking out when the instrument is lying on the floor. The endpin can be secured in place using the butterfly screw mechanism.

Soft cases

Always remove the bow first and replace it last if the instrument is stored in a soft case. Bows are very susceptible to breaking so handle them with care. Remember to push the cello endpin in and secure it using the butterfly screw before packing the instrument away into its case.

Bow

To tighten the bow, turn the screw clockwise. This will need to do this before the instrument is played. Make sure not over-tighten the bow—there should still be plenty of curve in the stick. To slacken the bow, turn the screw anti-clockwise. Do this before storing the bow in its case.

Rosin

Music Resources initially supply enough rosin to use on the string instruments supplied to the school, but not one rosin per case. It is the school's responsibility to replace rosin as and when required. Apply rosin as directed by the string teacher. If a lot of white dust can be seen on the instrument after playing, it is likely that too much rosin has been applied to the bow. Make sure that rosin is dusted from the instrument and the stick of the bow by using a soft clean cloth after each practice.

Woodwind

Woodwind General Care

Great care should be taken in assembling joints which have a connecting mechanism. Cork joints should be lightly greased so that they slip together easily. Always remember to wipe the moisture from the bore with a soft cloth after playing.

Flutes

Wipe the head of the flute regularly and mop the inside after each use using a soft cloth. Do not adjust the screw stopper at the end of the head joint and make sure not to use the lip plate as a handle when putting the head joint on and taking it off. The body of the flute can be gently wiped with a silver polishing cloth, taking care not to touch the pads. Use a pull-through cloth or cleaning rod and cloth to clean the middle and bottom joints. Do not apply grease to the flute.

Clarinets and saxophones

Carefully mop the mouthpiece (antibacterial wipes can be used) and clean joints after playing with a pull-through cloth. Grease the cork joints on a regular basis.

Oboes

The key work on an oboe is very fragile so take care when assembling. Do not try to adjust or touch the pads or screws. Grease the cork regularly to avoid deterioration and use a pull-through cloth to clean the joints after playing.

Bassoons

Clean the crook and boot joint after each practise with pull-through cloths or pipe cleaners made specifically for these parts. Grease the cork regularly to avoid deterioration and take care not to damage the whisper key pad when inserting the crook into the wing joint.

Oiling

The moving parts on wind instruments require lubrication. One drop of fine oil (i.e. sewing machine oil) on each pivot point once a term should be adequate. Use a fine needle to administer the oil and not the oil can. Take great care to ensure the oil does not go on the pads.

Inspection

Regularly inspect (or ask the teacher to inspect) the instrument for signs of pivot screws working loose. Do not adjust the screws yourself or attempt any repairs to the instrument. Please contact Music Resources Kent if the instrument needs to be repaired.

Storage

Woodwind instruments are fragile so please ensure you do not leave instruments anywhere they can be damaged including (either in or out of the case) near a radiator or in direct sunlight. Be careful not to catch your clothing on the mechanisms. Never leave the instrument in reach of young children. Always store the instrument in its case.

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