

June 1, 2020

YEAR-END Procedures for Elementary Band

Dear Elementary School Band Parent/Guardian,

As the school year draws to a close during these unprecedented circumstances, we would like to inform you of the required year-end procedures for band instruments, whether District owned, privately owned, or rented from a store.

Some of these requirements are quite different from previous years, due to current health concerns.

You will find attached forms with instructions

- for cleaning and preparing District instruments for return,
- for instruments remaining at home,
- for instruments being returned to music stores.

Please scroll through the form attachments to find appropriate information for your situation and particular instrument.

If you have questions, please contact your child's band teacher.

Thank you for your support of our Grade 7 Band Program this year.

Sincerely,

Elementary Band Teachers, Burnaby School District

School District owned instruments borrowed from your child's band teacher must be returned directly to **Marian Learning Resource Centre** located at 7650 Sapperton Avenue, Burnaby.

Please **DO NOT** return district instruments to your child's school for the health, safety, and security of all staff, students, and school communities. This process has been arranged under the directive of Mr. Terry Gomez, Burnaby School District's Health & Safety Manager.

District instrument return dates and times at Marian Learning Resource Centre have been arranged

- ★ June 8, 10, 12, 16, 18, & 19 = between 9:00 AM to 3:00 PM
- ★ June 9, 11, 15, & 17 = between 2:00 PM to 8:00 PM

Instruments must be cleaned following directions on the appropriate instrument form.

The completed **form must be returned** WITH the instrument.

Privately owned instruments should be taken to a quality music store for an inspection to ensure all components are working correctly. Follow year-end form instructions before inspection.

Instruments rented from music stores - and student is continuing Band next year

It is recommended you keep the instrument.

- Equity may have accrued, which can be used towards the purchase of the instrument.
- Inquire at the store from which it was rented.
- It is a good idea to get the instrument inspected to ensure all components are working properly.

Instruments rented from music stores - and student is not continuing Band next year

Follow the year-end form instructions and return your store-rented instrument to the appropriate music store.

Current music store inspection policies – subject to change – please call the store in advance.

- Long & McQuade: Return to the store. Renewals can be done over the phone.
- Massullo Music: Return to the store. Renewals can be done over the phone.
- Matterhorn Music: Return to the store or contact them for other options.
- Tapestry Music: Return to the store or contact for options. Renewals can be done over the phone.
- Tom Lee Music: Contact the store for instructions.

FLUTE

YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**

– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All of parts of the instrument are in the case. <ul style="list-style-type: none">• <i>Return all supplies that came with your district instrument – including: cleaning rod, cleaning cloth.</i>
	I have wiped all fingerprints off of the instrument.
	I have removed any garbage and vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play C) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

OBOE

YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**

– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• <i>Return all supplies that came with your district instrument – including: swab, polishing cloth, cork grease, etc.</i>• <i>Please do not leave reeds in the case unless they are BRAND NEW and you have never played on them</i>
	I have wiped all fingerprints off of the instrument and used cotton swabs (Q-Tips) to remove old cork grease from tenon joints.
	I have removed any garbage and vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play C) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

CLARINET YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**
– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• Return all supplies that came with your district instrument – including: cork grease; mouthpiece cover; mouthpiece and ligature; cleaning swab; reed guard (if you had one)• Please do not leave reeds in the case unless they are BRAND NEW and you have never played on them.
	I have wiped all fingerprints off of the instrument with a soft dry cloth and used cotton swabs (Q-Tips) to clean out the main fingering tone holes & remove old cork grease from all tenon joints.
	I have removed any garbage and vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play C) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

BASS CLARINET

YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**
– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• Return all supplies that came with your district instrument – including: neckstrap; cork grease; peg; mouthpiece cover; mouthpiece and ligature; cleaning swab; reed guard (if you had one)• Please do not leave reeds in the case unless they are BRAND NEW and you have never played on them.
	I have wiped all fingerprints off of the instrument.
	I have removed any garbage and vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play C) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

ALTO SAXOPHONE YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**
– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• <i>Return all supplies that came with your district instrument – including: endplug; neckstrap; cork grease; mouthpiece cover; mouthpiece and ligature; cleaning swab; reed guard (if you had one)</i>• <i>Please do not leave reeds in the case unless they are BRAND NEW and you have never played on them.</i>
	I have wiped all fingerprints off of the instrument.
	I have vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play D) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature:

TENOR SAXOPHONE

YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**
 – 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SCHOOL: _____

SERIAL NUMBER _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none"> • <i>Return all supplies that came with your district instrument – including: endplug; neckstrap; cork grease; mouthpiece cover; mouthpiece and ligature; cleaning swab; reed guard (if you had one)</i> • <i>Please do not leave reeds in the case unless they are BRAND NEW and you have never played on them.</i>
	I have wiped all fingerprints off of the instrument.
	I have vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play D) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature:

FRENCH HORN

YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**
– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• <i>Return all supplies that came with your district instrument – including: valve oil, mouthpiece, slide grease, snake, brush, polishing cloth, etc.</i>
	I have taken my horn apart as instructed, cleaned it and let it air dry for a few days. * Please see instructions on other side of paper
	I have wiped all fingerprints off of the instrument.
	I have vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky valves, can't play C, slide is stuck) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

FRENCH HORN – Regular & Full Cleaning Instructions

1.	<p>Wash mouthpiece with soap and water. Rinse. Dry.</p> <ol style="list-style-type: none"> If there are bits of “???” stuck inside or to edges of your mouthpiece, please use a mouthpiece cleaning brush (or toothbrush) to remove the gunk. If your mouthpiece is made of metal, you can boil it for 10 minutes to sterilize it, then remove from the pot (it WILL be HOT!!) Be sure to let it cool down before putting it back in the case. 		
2.	<p>Empty slides and drain any water in the horn. Clean slides.</p> <ol style="list-style-type: none"> Pull all the slides out, remembering each location. Slides should come out EASILY. If they are seized or stuck, STOP! Make note of this on the form you are including when returning your horn. Wipe off the old grease with a damp, soft cloth or paper towel. 		
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;"> <p>Full cleaning *Step 4 only needs to be done a few times per year.</p> <p>Regular cleaning – go to step 4.</p> </td> <td style="padding: 5px;"> <p>Please <u>do not submerge the whole horn</u> – if the entire horn needs cleaning, please make note of this on the form you are including when returning your horn.</p> <p>Give your slides a “bath”.</p> <ol style="list-style-type: none"> To clean the slides, use luke-warm water (not hot) with a tiny bit of dish soap. <ul style="list-style-type: none"> • Please <u>do not use household cleaners</u> – they will damage the instrument. Remove your main tuning slide [the first slide after your mouthpiece] and snake out the lead pipe. Remove other slides and do the same. Please be gentle so that no damage occurs. *use the snake on the straight part of slides only Rinse with warm water and be sure to wipe off any excess moisture with a soft cloth. <p>Dry instrument.</p> <ol style="list-style-type: none"> Use a safe location! ALL parts of the brass instruments need to <u>air dry completely</u> while taken apart. <ul style="list-style-type: none"> • ** “Completely” air dried = approximately 2 days. Air dry please – no hair dryers! </td> </tr> </table>	<p>Full cleaning *Step 4 only needs to be done a few times per year.</p> <p>Regular cleaning – go to step 4.</p>	<p>Please <u>do not submerge the whole horn</u> – if the entire horn needs cleaning, please make note of this on the form you are including when returning your horn.</p> <p>Give your slides a “bath”.</p> <ol style="list-style-type: none"> To clean the slides, use luke-warm water (not hot) with a tiny bit of dish soap. <ul style="list-style-type: none"> • Please <u>do not use household cleaners</u> – they will damage the instrument. Remove your main tuning slide [the first slide after your mouthpiece] and snake out the lead pipe. Remove other slides and do the same. Please be gentle so that no damage occurs. *use the snake on the straight part of slides only Rinse with warm water and be sure to wipe off any excess moisture with a soft cloth. <p>Dry instrument.</p> <ol style="list-style-type: none"> Use a safe location! ALL parts of the brass instruments need to <u>air dry completely</u> while taken apart. <ul style="list-style-type: none"> • ** “Completely” air dried = approximately 2 days. Air dry please – no hair dryers!
<p>Full cleaning *Step 4 only needs to be done a few times per year.</p> <p>Regular cleaning – go to step 4.</p>	<p>Please <u>do not submerge the whole horn</u> – if the entire horn needs cleaning, please make note of this on the form you are including when returning your horn.</p> <p>Give your slides a “bath”.</p> <ol style="list-style-type: none"> To clean the slides, use luke-warm water (not hot) with a tiny bit of dish soap. <ul style="list-style-type: none"> • Please <u>do not use household cleaners</u> – they will damage the instrument. Remove your main tuning slide [the first slide after your mouthpiece] and snake out the lead pipe. Remove other slides and do the same. Please be gentle so that no damage occurs. *use the snake on the straight part of slides only Rinse with warm water and be sure to wipe off any excess moisture with a soft cloth. <p>Dry instrument.</p> <ol style="list-style-type: none"> Use a safe location! ALL parts of the brass instruments need to <u>air dry completely</u> while taken apart. <ul style="list-style-type: none"> • ** “Completely” air dried = approximately 2 days. Air dry please – no hair dryers! 		
4.	<p>Replace slides.</p> <ol style="list-style-type: none"> Re-grease slides LIGHTLY with tuning slide grease. Put a dab of grease just below the end of the slide and gently work each side of the slide in and out separately, twisting it to get the grease spread along the tube. Put the slides in and wipe off any extra grease where the slide and the instrument meet. <ul style="list-style-type: none"> • ** IF you don’t have slide grease, please make note on the form. 		
5.	<p>Clean valves / rotors.</p> <ol style="list-style-type: none"> Take all the rotor (valve) caps off and wipe the valves clean with a damp cloth. <ul style="list-style-type: none"> • All caps should turn freely. If caps are stuck, do not force them – please note on the form. Check the guides / felts / corks / springs to see that they are still okay. Oil lightly. Replace valve caps – they should go on easily. 		
6.	<p>Wipe all fingerprints off of the instruments (including inside the bell).</p>		
7.	<p>Vacuum the inside of your case and remove any garbage.</p> <ol style="list-style-type: none"> This should be done a few times per year, and before returning your horn at the end of the year. 		

BARITONE / EUPHONIUM

YEAR-END INSTRUMENT CLEAN-UP for District instruments

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– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• <i>Return all supplies that came with your district instrument – including: valve oil, mouthpiece, slide grease*, snake* (*some didn't have these)</i>
	I have cleaned the valves and valve casings.
	I have taken my baritone apart as instructed, clean it and let it air dry for a few days. * Please see instructions on other side of paper
	I have wiped all fingerprints off of the instrument.
	I have vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky valves, can't play C, slide is stuck) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

BARITONE – Regular & Full Cleaning Instructions

1.	<p>Wash mouthpiece with soap and water. Rinse. Dry.</p> <ol style="list-style-type: none"> If there are bits of “<u>???</u>” stuck inside or to edges of your mouthpiece, please use a mouthpiece cleaning brush (or toothbrush) to remove the gunk. If your mouthpiece is made of metal, you can boil it for 10 minutes to sterilize it, then remove from the pot (it WILL be HOT!!) Be sure to let it cool down before putting it back in the case. 	
2.	<p>Take your instrument apart completely – keep track of the location of where the parts came from.</p> <ol style="list-style-type: none"> Take all the valves out (including top and bottom caps). <ul style="list-style-type: none"> All caps should freely turn. If caps are stuck, STOP – do not force them – you will damage the cap threads. If they are stuck, please make note on the form you are including when returning your baritone. Wipe the valves clean with a lightly damp cloth or paper towel, but do not put them in water. <ul style="list-style-type: none"> They are hollow and hard to dry out if water is inside. Pull all the slides out. <ul style="list-style-type: none"> They should come out easily. If they are stuck, do not force them. This can lead to broken braces and damage to the instrument. If a slide is stuck, STOP! Make note of this on the form you are including when returning your baritone. Clean off the old grease from the slides with a cloth or paper towel. 	
3.	<p>Full cleaning *Step 4 only needs to be done a few times per year.</p> <p>Regular cleaning – go to step 4.</p>	<p>Give your instrument a “bath”.</p> <ol style="list-style-type: none"> To clean the instrument, use luke-warm water (not hot) with a tiny bit of dish soap. <ul style="list-style-type: none"> Please <u>do not use household cleaners</u> – they will damage the instrument. If cleaning your instrument in the tub, lay a towel down underneath the instrument to avoid scratching the instrument or your tub. Snake out the lead pipe and inside of the slides – be gentle so that no damage occurs. Rinse the main body of the instrument and individual slides with warm water and be sure to wipe off any excess moisture with a soft cloth. <p>Dry instrument.</p> <ol style="list-style-type: none"> Use a safe location! ALL parts of the brass instruments need <u>air dry completely</u> while taken apart. <ul style="list-style-type: none"> ** “Completely” air dried = approximately 2 days. Air dry please – no hair dryers!
4.	<p>Assemble the instrument.</p> <ol style="list-style-type: none"> Check the guides, felts and/or corks to see that they are in good shape (or not missing). Re-grease slides LIGHTLY with tuning slide grease. <ul style="list-style-type: none"> Put a dab of grease just below the end of the slide and gently work each side of the slide in and out separately, twisting it to get the grease spread along the tube. Put the slides in and wipe off any extra grease where the slide and the instrument meet. <ul style="list-style-type: none"> ** IF you don’t have slide grease, please make note on the form. Replace valves in the right order, but do NOT oil them. 	
5.	<p>Wipe all fingerprints off of the instruments (including inside the bell).</p>	
6.	<p>Vacuum the inside of your case and remove any garbage.</p> <ol style="list-style-type: none"> This should be done a few times per year, and before returning your baritone at the end of the year. 	

TRUMPET

YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**
– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• <i>Return all supplies that came with your district instrument – including: valve oil, mouthpiece, slide grease*, snake* (*some didn't have these)</i>
	I have cleaned the valves and valve casings.
	I have taken my trumpet apart as instructed, clean it and let it air dry for a few days. * Please see instructions on other side of paper
	I have wiped all fingerprints off of the instrument.
	I have vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky valves, can't play C, 3 rd valve slide is stuck) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

TRUMPET – Regular & Full Cleaning Instructions

1.	<p>Wash mouthpiece with soap and water. Rinse. Dry.</p> <ol style="list-style-type: none"> If there are bits of “???” stuck inside or to edges of your mouthpiece, please use a mouthpiece cleaning brush (or toothbrush) to remove the gunk. If your mouthpiece is made of metal, you can boil it for 10 minutes to sterilize it, then remove from the pot (it WILL be HOT!!) Be sure to let it cool down before putting it back in the case. 	
2.	<p>Take your instrument apart completely – keep track of the location of where the parts came from.</p> <ol style="list-style-type: none"> Take all the valves out (including top and bottom caps). <ul style="list-style-type: none"> All caps should freely turn. If caps are stuck, STOP – do not force them – you will damage the cap threads. If they are stuck, please make note on the form you are including when returning your trumpet. Wipe the valves clean with a lightly damp cloth or paper towel, but do not put them in water. <ul style="list-style-type: none"> They are hollow and hard to dry out if water is inside. Pull all the slides out. <ul style="list-style-type: none"> They should come out easily. If they are stuck, do not force them. This can lead to broken braces and damage to the instrument. If a slide is stuck, STOP! Make note of this on the form you are including when returning your trumpet. Clean off the old grease from the slides with a cloth or paper towel. 	
3.	<p>Full cleaning *Step 3 only needs to be done a few times per year.</p> <p>Regular cleaning – go to step 4.</p>	<p>Give your instrument a “bath”.</p> <ol style="list-style-type: none"> To clean the instrument, use luke-warm water (not hot) with a tiny bit of dish soap. <ul style="list-style-type: none"> Please <u>do not use household cleaners</u> – they will damage the instrument. If cleaning your instrument in the tub, lay a dishtowel down underneath the instrument to avoid scratching the instrument or your tub. Snake out the lead pipe and inside of the slides – be gentle so that no damage occurs. Rinse the main body of the instrument and individual slides with warm water and be sure to wipe off any excess moisture with a soft cloth. <p>Dry instrument.</p> <ol style="list-style-type: none"> Use a safe location! ALL parts of the brass instruments need <u>air dry completely</u> while taken apart. <ul style="list-style-type: none"> ** “Completely” air dried = approximately 2 days. Air dry please – no hair dryers!
4.	<p>Assemble the instrument.</p> <ol style="list-style-type: none"> Check the guides, felts and/or corks to see that they are in good shape (or not missing). Re-grease slides LIGHTLY with tuning slide grease. <ul style="list-style-type: none"> Put a dab of grease just below the end of the slide and gently work each side of the slide in and out separately, twisting it to get the grease spread along the tube. Put the slides in and wipe off any extra grease where the slide and the instrument meet. <ul style="list-style-type: none"> ** IF you don’t have slide grease, please make note on the form. Replace valves in the right order, but do NOT oil them. 	
5.	<p>Wipe all fingerprints off of the instruments (including inside the bell).</p>	
6.	<p>Vacuum the inside of your case and remove any garbage.</p> <ol style="list-style-type: none"> This should be done a few times per year, and before returning your trumpet at the end of the year. 	

TROMBONE

YEAR-END INSTRUMENT CLEAN-UP for District instruments

Return ALL Grade 7 District-owned Instruments to **Marian Learning Resource Centre**
– 7650 Sapperton Avenue – between **JUNE 8 – 19** *see letter for exact dates and times*

STUDENT: _____

SERIAL NUMBER _____

SCHOOL: _____

CHECKLIST Please return this form with the instrument

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• Return all supplies that came with your district instrument – including: slide grease, mouthpiece, water spritz bottle, cleaning rod*, snake* (*some didn't have these)
	I have cleaned the slides and slide casings.
	I have taken my trombone apart as instructed, clean it and let it air dry for a few days. * Please see instructions on other side of paper
	I have wiped all fingerprints off of the instrument.
	I have vacuumed the inside of the case.
	I have been having problems with my instrument (e.g., sticky slide, can't play C, slide is stuck) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

Parent signature: _____

TROMBONE – Regular & Full Cleaning Instructions

1.	<p>Wash mouthpiece with soap and water. Rinse. Dry.</p> <ol style="list-style-type: none"> If there are bits of “???” stuck inside or to edges of your mouthpiece, please use a mouthpiece cleaning brush (or toothbrush) to remove the gunk. If your mouthpiece is made of metal, you can boil it for 10 minutes to sterilize it, then remove from the pot (it WILL be HOT!!) Be sure to let it cool down before putting it back in the case. 	
2.	<p>Take your instrument apart completely – keep track of the location of where the parts came from.</p> <p><u>UPPER TUNING SLIDE</u></p> <ol style="list-style-type: none"> Pull upper tuning slide out. <ul style="list-style-type: none"> Tuning slide should come out easily. If it is stuck, STOP – do not force it. This can lead to broken braces and damage to the instrument. Make note of this on the form you are including when returning your trombone. <p><u>TROMBONE SLIDE</u></p> <ol style="list-style-type: none"> Take main slides apart from each other. Wipe the inner slides clean with a lightly damp cloth or paper towel. <ul style="list-style-type: none"> Be careful not to pull on the inner slides – if they get bent, they are hard to fix. 	
3.	<p>Full cleaning *Step 3 only needs to be done a few times per year.</p> <p>Regular cleaning – go to step 4.</p>	<p>Give your instrument a “bath”.</p> <ol style="list-style-type: none"> To clean the instrument, use luke-warm water (not hot) with a tiny bit of dish soap. <ul style="list-style-type: none"> Please <u>do not use household cleaners</u> – they will damage the instrument. If cleaning your instrument in the tub, lay a towel down underneath the instrument to avoid scratching the instrument or your tub. Snake out the lead pipe and inside of the slides – please be gentle so that no damage occurs. Rinse the main body of the instrument and individual slides with warm water and be sure to wipe off any excess moisture with a soft cloth. <p>Dry instrument. - Use a safe location!</p> <ol style="list-style-type: none"> ALL parts of the brass instruments need <u>air dry completely</u> while taken apart. <ul style="list-style-type: none"> ** “Completely” air dried = approximately 2 days. Air dry please – no hair dryers!
4.	<p>Assemble the instrument.</p> <ol style="list-style-type: none"> Check the water-key cork to see that it is in good shape (or not missing). Re-grease tuning slides (top of instrument) LIGHTLY with tuning slide grease. <ul style="list-style-type: none"> Put a dab of grease just below the end of the slide and gently work each side of the slide in and out separately, twisting it to get the grease spread along the tube. Put the slides in and wipe off any extra grease where the slide and the instrument meet. <ul style="list-style-type: none"> ** IF you don’t have slide grease, please make note on the form. Do NOT re-grease your trombone main playing slide. Leave it dry until the next person uses it. 	
5.	<p>Wipe all fingerprints off of the instruments (including inside the bell).</p>	
6.	<p>Vacuum the inside of your case and remove any garbage.</p> <ol style="list-style-type: none"> This should be done a few times per year, and before returning your trombone at the end of the year. 	

BAND INSTRUMENTS THAT ARE BEING RETURNED TO STORES

It is helpful to the business if you do the following things as you return the instruments:

YES / NO	THINGS I NEED TO DO BEFORE HANDING BACK MY INSTRUMENT
	All parts of my instrument are in the case. <ul style="list-style-type: none">• <i>Return all supplies that came with your instrument – including: cleaning rod, cleaning cloth, neck straps, reed cases, valve oil, slide or tuning grease, etc.</i>
	Wipe all fingerprints off of the instrument.
	Vacuum the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play C) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments

BAND INSTRUMENTS THAT YOU WILL PLAY NEXT YEAR

- It is recommended that your instrument be taken into the shop **early** in the summer for an inspection (usually free) and a basic tune-up.
*Remember to ask how long they will keep it!
- WOODWINDS – check for loose pads, bent keys, damaged corks, check alignment, etc.
- BRASS – check water key, remove dents / straighten slides (trombone), valves aligned, etc.

YES / NO	THINGS I NEED TO DO BEFORE PLAYING MY INSTRUMENT NEXT TERM
	All parts of my instrument are in the case. <ul style="list-style-type: none">• <i>Replace any supplies that have been used.</i>
	Wipe all fingerprints off of the instrument.
	Vacuum the inside of the case.
	I have been having problems with my instrument (e.g., sticky keys, can't play C) DETAILS:
	My instrument / case was damaged in the following way since September. DETAILS:
	Any other notes or comments