

**A GUIDE TO PIANOS
AT THE
UNIVERSITY OF MICHIGAN
SCHOOL OF MUSIC, THEATRE & DANCE**

Welcome back returning students and faculty members! If you are joining us for the first time, welcome to the University of Michigan and congratulations on your decision to join us. The Department of Piano Technology extends wishes for your success and wants you to know that we are ready to assist you by providing services that will enable you to take full advantage of the facilities we have to offer.

This guide is designed to help acquaint you with the work of the Piano Technology Staff and help clarify some questions about procedures and responsibilities that you might have. Please feel free to contact any one on the staff if you have further questions not covered here. Our group e-mail is: pianotech@umich.edu

The staff of the Piano Technology Department include:

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From time to time you may see us in the practice facility or working in the concert halls or making our way through the corridors of the school with our work cart. We'd like to get acquainted, so let us know who you are and how you are doing!

If you have any suggestions for this guide, drop us a line in our mailbox at the Information Office on the 2nd floor. We're listed under "Piano Tech". We will respond directly to you if you include your name, phone number, or locker number. This will enable you to have input on how we can best serve your needs.

Have a great semester!

**POLICIES REGARDING PIANO USE AT THE
UNIVERSITY OF MICHIGAN SCHOOL OF MUSIC, THEATRE & DANCE**

GENERAL POLICY

1. All pianos at the School of Music, Theatre & Dance are intended solely for the use of faculty, staff, and currently registered SMTD students.
2. Pianos may be used for university-related activities only. Authorization for other uses is required through the office of the Chief Administrative Officer of the School of Music, Theatre, & Dance. Examples of other uses may be School of Music co-sponsored events such as The Ann Arbor Piano Teacher's Guild events, master classes, guest presentations, visiting organization activities, auditions, etc.

POLICIES REGARDING USE OF PRACTICE FACILITY PIANOS

1. Practice facility pianos are intended for piano majors, piano principals, instrumentalists, singers, and all other School of Music majors requiring facilities for practice or research purposes. They are also intended for sanctioned activities or responsibilities related to the duties of GSIs or instructors in SMTD programs, such as the Piano Pedagogy Laboratory Program (PPLP).
2. Grand piano practice rooms are reserved for the exclusive use of currently enrolled SMTD piano majors or principals. Access is limited to members of these two groups through magnetic keycard, and is subject to restriction or forfeit if the privilege is abused. Consult with the piano tech staff about access privileges.
3. Grand piano practice rooms are to be used for practice or rehearsal, and for GSI instructional requirements (including PPLP). Private instruction not related to SMTD programs is not allowed in the grand piano practice rooms. (see below, #5)
4. Upright practice rooms are available for use by all other SMTD students, as well as piano majors and principals in the event of overflow from the grand piano area.
5. Privately paid piano, instrumental, or vocal instruction in a practice room or any other School of Music, Theatre & Dance facility is prohibited.
6. Food and drink ARE COMPLETELY forbidden in all piano rooms. This includes any open or closed containers of beverages of any kind, including plain water.
7. Students may not share room access privileges with any other students, or with members of the community at large for any purpose by loaning or swiping their magnetic ID card in the grand piano room locks for access. Abuse can result in restriction or forfeit of grand piano privileges.
8. A ten minute grace period applies to the piano practice rooms for the purpose of gathering study materials, restroom breaks, etc. At the end of the grace period, the room is forfeit. A student wishing to use a room that has remained empty beyond the grace period may assume use of the room, upon gathering up materials from the previous user in a considerate manner.
9. Students are expected to practice reasonable decorum in the practice facility at all times. Conflicts over room access, grace periods, etc., should be handled in a considerate and polite manner. Conflicts that cannot be resolved satisfactorily or amicably should be referred to the piano faculty or to the office of the Chief Administrative Officer.
10. Piano majors and principals may exercise their right to priority use of a piano practice room in the event there is no alternative for practice or rehearsal elsewhere. Instrumentalists may be asked to vacate a piano room, should no other possibility exist for a pianist needing a room.
11. Under no circumstances are pianos to be moved within a building or out of a building by students, faculty, or staff. Serious safety concerns exist regarding this practice. Only professional movers are authorized to transport or move SMTD pianos. Exceptions are made for harpsichords and fortepianos, which do not require the strength and training of professional movers, and for which the responsibility usually rests on the performer. Consult the piano technology staff when in doubt.

IMPORTANT PERFORMANCE AND TUNING CONSIDERATIONS

FIRST AND FOREMOST: Plan ahead! Two weeks lead time is necessary, especially when piano moving is required. If your event is non-routine, requires special support services or locations, you must first apply to the Events Committee through the SMTD website.

The Piano Technology Department has limited human resources. We are prepared to service only faculty recitals, large ensemble concerts, and special School of Music functions on weekends during the academic year. Special requests for student services are not feasible. Pianos in the Recital Hall and Macintosh Theatre are serviced daily Monday through Friday during the academic year, which is adequate for the majority of needs. For those instruments located on central campus, arrangements are made for service on an as-needed basis. As a general rule, tunings are scheduled on or as close to the actual performance date as possible in order to ensure the highest possible musical standard.

All grand pianos in performance venues, with the exception of the Steinway seven-foot in the Recital Hall, are under lock and key. Those preparing for or performing recitals must check out the appropriate key from the School of Music Facilities Office prior to the performance date. A deposit is required. **Please note that the Piano Tech Staff is not responsible for moving pianos on or off stage, nor for unlocking and locking pianos at recital time. Performers must make their own arrangements. This pertains to faculty and student performances alike.**

The Piano Tech Department does not automatically tune pianos for every performance listed in the School of Music Calendar. However, we do make certain assumptions about "obvious need". For example, a listing which simply says "XYZ Ensemble, BRH 7 p.m." or "University Chamber Orchestra, MT 8 p.m." does not convey an *obvious* requirement of a piano. However, "B.M. Recital, John Doe, violin, BRH 4 p.m." does, as it is generally accepted that a piano will be needed for accompaniment. **We make every effort to check for any special notations on the SMTD Calendar listings. The more complete information you provide to Scheduling, the easier it is for us to figure out your piano needs.**

When you are scheduling a performance that requires special piano services, consult the piano tech staff. Needs such as duo-piano recitals, piano moving, "prepared" pianos, or recording sessions must be coordinated with a variety of different university agents, as well as private contractors. The schedules of many people have to be considered, especially in heavy-use rooms such as the Recital Hall or Rackham Auditorium. **Be mindful of the costs! The School of Music has limited resources. Special funding is always desirable, and something worth considering. Acquire assistance to plan your special project through the Events Committee.**

A note about the harpsichord in the Recital Hall:

There is a small 4-foot single manual harpsichord, which is available in the Britton Recital Hall for instrumental and vocal performances requiring A-440 standard pitch. The Piano Tech staff tunes this instrument upon request. However, as we are not harpsichord technicians, we are generally not equipped to handle any but the most minor service problems concerning this instrument.

A FEW DOs AND DON'Ts

DOs

*While the Piano Technology staff attempts to tune all pianos in instrumental and vocal faculty studios at least once per semester, we rely upon the faculty to inform us when additional or special tunings are needed in a teaching studio. You must let us know in writing (e-mail) and we will make every effort to address your piano service need as soon as possible, usually within a week. Be sure to include a copy of your schedule so that we can plan accordingly. **We cannot honor requests for studio tunings 2 weeks prior to the end-of-semester exam period, as we begin preparations for juries and exams during that period.**

*Pianos are delicate and expensive instruments. Please treat each instrument as if it were your own: with respect. Tuition pays for these instruments and the cost of maintaining them is quite high. Our six-foot grands average \$56,000 apiece, and our seven-foot grands average \$73,000 apiece. Our nine-foot concert pianos (five in number) have a current replacement cost of \$110,000 each! They are quite valuable and worthy of respect.

*If you have a technical problem with a piano, leave a note at the Piano Shop (Room 1245), or in our box at the Information Office. E-mail is the best option: <pianotech@umich.edu>

*Should you have reason to believe someone is engaged in destructive behavior toward a piano, please notify someone in a position of responsibility immediately, such as the Info Office personnel or one of the Piano Tech Staff.

*If you encounter a piano that has been abused, notify the Piano Tech Staff immediately. Quick action can sometimes minimize damage.

*Exercise the proper care of the concert instruments in the Recital Hall, Macintosh Theatre, and Rehearsal Hall by making sure to lock the pianos and cover them after each authorized use. Also take care not to bump the pianos against walls, chairs or music stands when moving them around. No one likes to see an ugly banged-up recital piano.

*Please use consideration and common sense when it comes to making special or personal requests for piano service. We ask that you keep in mind the needs of others for pianos that are available and in good service.

*Remember that the Piano Technology Staff is here to advise and serve you with your piano needs. Your cooperation in assisting our efforts is greatly appreciated.

DONT's

***Do not duplicate piano lock keys for distribution.** We have ample keys for check-out to students and guests who need access to performance instruments. Unauthorized distribution of keys results in increased wear-and-tear, impacting our ability to maintain concert instruments at a high level of performance.

***Under no circumstances should food, drink, or delicate personal items be placed on the pianos.** (This applies to faculty and staff as well as students.) Irreparable damage results from accidental spills on any part of a piano. The consequences are higher maintenance costs, higher tuition, and fewer pianos to utilize for practice, teaching, or performance.

*Remember that **pianos are instruments and not tables.** Please keep items such as instrument cases, coats, book bags or backpacks and other paraphernalia **off the pianos.** **Potted plants should not be placed on pianos.** Water rings damage the finish of the piano, and there is no guarantee that an accidental spill of disastrous proportion might not happen.

***The Piano Tech staff will not be responsible for removing items such as valuable instruments, bows, artwork, sculptures, etc. in order to service a piano.** If the piano is not clear when we arrive for an appointment, we will not service the instrument.

***Please take care not to throw piano covers on the floor** in recital locations. The covers need to be kept free of dust and dirt in order to protect the finish of the pianos. Roll them up and place them on a chair or desk. In the backstage area of the Recital Hall, covers may be placed on the harpsichord storage box.

***Please reserve the backstage of the Recital Hall for piano storage only.** Stands and chairs placed in the storage area can cause damage to the pianos' finish and makes the job of getting to the instruments for maintenance harder.

***Concert instruments are not to be used for any "prepared" piano.** Should you have need for an instrument for such literature, consult the Piano Tech Staff about your special requirements. The same applies to pianos in the practice facility.

***Do not attempt to retrieve lost items from inside a piano yourself!** The Piano Technology Staff is available for emergencies. If you have an immediate need, such as a watch that has fallen into an action, or other valuable item (including rings, pencils, pens, etc.) notify us as soon as possible. It is important to remove foreign items from inside a piano as soon as possible to avoid damage to the piano or the valued item!

IN SUMMARY

DO use common sense and respect in treating the pianos at the School of Music. Use them as they are designed to be used: to make music.

DON'T abuse or mistreat the pianos by thoughtlessness or ignorance.

Consult the Piano Tech Staff when in doubt. We'll be happy to help!

THE PIANO INVENTORY

The University of Michigan School of Music, Theatre & Dance owns and maintains 232 pianos, of which 117 are grand pianos, and 115 are uprights. **School of Music pianos are not intended for use by the general public, nor by students from other units at the University.** SMTD students, faculty, and staff are the only authorized users. If you see someone from the general public using our facilities, please notify an appropriate authority. The following is a general description of the inventory.

PRACTICE FACILITY (Moore Bldg.)

The practice facility has 20 Steinway grands, which are reserved for use by piano majors and principals, (performance majors, jazz, conducting, theory, history, and pedagogy students whose major instrument is the piano). They are not open for use by instrumentalists, unless accompanied by a piano major or principal for rehearsal purposes. Other exceptions may apply. Please consult the Piano Tech Staff when in doubt. In addition, there are two grand piano rooms used expressly by the Piano Department GSIs.

Upright practice rooms are available for use by instrumentalists and other authorized students taking music courses at the School of Music. There are approximately 45 rooms containing Yamaha and Boston professional upright pianos.

MOORE BUILDING GENERAL CLASSROOMS

The classrooms have a variety of Steinway grand pianos, as well as Boston and Yamaha vertical pianos. Room 2058 contains two grand pianos, available for duo-piano repertoire, as well as concerto competition preparations during first semester.

CLASSROOM 2043 (Moore Bldg.)

This room contains a Steinway seven-foot under lock and key that is strictly for use by performance faculty and students for studio classes or special workshops. It is *not* a practice piano. For instructional purposes, an unlocked Yamaha P-22 upright is available.

THE REHEARSAL HALL (Moore Bldg.)

The rehearsal hall has a Steinway seven-foot and a Yamaha U1 professional upright for rehearsal purposes. A two-manual A-440 harpsichord also resides here. Permission to use the harpsichord must be obtained from the Manager of Orchestras. Additionally, a professional Yamaha Celeste and one other lesser brand celeste reside in the Rehearsal Hall, under the management of the orchestras.

THE BRITTON RECITAL HALL (Moore Bldg.)

This hall contains the two most frequently used concert-quality performance pianos. One of the nine-foot Steinways, the "Faculty" piano, is the newest member of the School's inventory, having arrived in May 2008. It is a strictly limited-use instrument intended for use by faculty and visiting artists. The other Steinway nine-foot, the "Student" grand, is intended for all student recitals. Keys must be obtained from the School of Music Scheduling office. A cash deposit is required. Additionally, there is a seven-foot Steinway that is a general-use instrument, available for open rehearsals and non-traditional uses, such as "prepared" piano.

McINTOSH THEATRE (Moore Bldg.)

The theatre houses a nine-foot Steinway for recitals and a Yamaha WX-7 professional upright for general use. These instruments are available to all authorized School of Music students and faculty. At this time only the Steinway is maintained under lock and key.

RACKHAM AUDITORIUM (Central Campus)

Rackham Lecture Hall has a nine-foot concert Steinway for use by all authorized School of Music students and faculty. The hall and piano are under lock and key. Access to the piano is managed by the house tech. The piano is available for rent by other University units or presenting organizations. Consult the Piano Technology Department for information.

DUDERSTADT CENTER RECORDING STUDIO (North Campus)

Newly-placed in summer, 2008, is a beautifully restored and balanced Steinway 7-foot Model B piano, located in the recording studio and available for use by all authorized SMTD students and faculty for serious recording purposes. This instrument is *not*

available for use in the Duderstadt Video Center. It is also used for Recording Studio class instruction and research and is not to be considered a mobile performance instrument. **There are no exceptions.**

POWER CENTER (Central Campus)

The main auditorium has a Yamaha WX-7 professional upright in the orchestra pit. The rehearsal room has a Steinway Model M, five-foot seven-inch grand piano, generally used by Music Theatre.

MENDELSSOHN THEATRE (Central Campus)

The theatre houses a Yamaha U1F professional upright under lock and key.

HILL AUDITORIUM (Central Campus)

A house Steinway seven-foot piano is available for choral and orchestral performances. For solo or concerto performances, the School of Music employs Steinway nine-foot concert pianos. These are leased on an "as-needed" basis only from the Steinway Concert and Artist Division. Other campus units presenting events requiring piano may rent the SMTD house piano. Consult with the Piano Technology Department for information.

BETTY PEASE AUDITORIUM (Central Campus in the Dance Building)

The Dance Building, which is adjoined to the Central Campus Recreation Building (CCRB) houses four SMTD pianos for instruction, rehearsal, and performance. The Betty Pease Auditorium features a Steinway 7-foot grand piano under lock and key.

ARTHUR MILLER THEATRE (North Campus in Walgreen Drama Center)

A 48-inch professional Boston Model UP126 upright piano is assigned to this venue for use in the pit or onstage. It is normally stored in the piano tech storage room in a hallway in Walgreen Drama Center. Arrangements must be made with the Piano Tech Dept. for its preparation and use for events in Arthur Miller Theatre.

STAMPS AUDITORIUM (North Campus)

Newly inaugurated in 2008, the Stamps Auditorium houses one of the School's newest nine-foot Steinway Model D concert grand pianos for performance, available to graduate students, faculty, and some ensembles. The concert grand is managed by the house tech of Stamps Auditorium, who is responsible for moving it on and off-stage for performances. It is available for rent to other University units and presenters. Consult with the Piano Technology Dept. for information. An Essex EUP116 is also there and is designated "open access" for regular rehearsal purposes.

STEARNS CADY ROOM RECITAL HALL (North Campus)

This building includes an open-air recital venue with a Steinway Model B seven-foot grand. The piano is intended especially for non-degree recitals as well as studio classes conducted by faculty and GSIs. This instrument is tuned on a twice-weekly schedule. For special tuning requirements, consult the Piano Tech staff.

PRESIDENT'S HOME (Central Campus)

A fully restored Steinway Model A "short" resides in the living room of the President's mansion on South University Avenue. The School of Music provides this instrument for the pleasure of the president and, in coordination with his offices, for faculty and student performers for various University functions.

THE UNIVERSITY MUSEUM OF ART (Central Campus)

Installed in 1996 as a result of an agreement between the School of Music and the Museum, the Elizabeth Gould Hochmann Steinway Art-Case piano is a 1930 model B in Colonial Style 336, based on the style used on the first Steinway piano built in 1839. Access to this instrument is strictly limited to faculty and guests of the School of Music and the Museum. Inquiries about this instrument should be directed through the Piano Technology Department.

UNIVERSITY COMMONS RETIREMENT COMMUNITY

Through a reciprocal agreement with the School of Music, Theatre, and Dance, a seven-foot Steinway Model B has been placed on loan to the Commons, which is responsible for servicing of this instrument. The instrument and venue are available on a limited

basis for performances by faculty and students. However, with the exception of general oversight, the Piano Technology Department is not responsible for the routine maintenance of this piano.

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