

Instrument Maintenance Checklist

First and Last Name _____ Period _____

Instrument _____ Is this a school instrument or your own? _____

Brand _____ Serial Number _____

If you are using your own instrument, this form will be returned to you so you can show your parents.
It is a good idea to take your instrument to the music store once or twice a year for a check-up.

Check each box where your instrument needs work. Fill in the blanks where needed.

Brass

- Stuck slides (please check them all and list which ones are stuck) _____
- _____
- Stuck valve caps. Which ones _____
- Small to large dents. Where _____
- Parts of the case are broken or falling apart. Describe: _____
- _____
- Sticky valves that cleaning and oiling will not help. Which valve(s) _____
- Sticky trombone slide. If it is clean and lubricated and it doesn't slide off by itself, it needs work.
- Solder joints have broken. Where _____
- A bad odor is coming from your instrument. (If there is, it means it is time for a bath at home or a professional cleaning at the music store.)
- Please list any other issues with your instrument: _____
- _____

Woodwinds

- Bent keys. Which ones _____
- Notes will not play or are difficult to play. Which notes _____
- _____
- Parts of the case are broken or falling apart. Describe: _____
- _____
- Cork is cracked, broken or coming off. Where? _____
- Cork has been compressed so it is too small and will not hold parts together properly. Where? _____
- _____
- Flute crown is loose and will not remain in the proper place.
- Mouthpiece or ligature is damaged. Describe: _____
- Missing screws or other missing parts. Where? _____
- Please list any other issues with your instrument: _____
- _____

Percussion

- Missing, broken or bent parts of the bell set, stand, practice pad or snare drum: _____
- _____
- Missing or broken sticks or mallets: _____
- Damaged Case—describe the damage: _____
- Please list any other issues with your instrument: _____
- _____

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Check off each of the items as you complete them.

Flutes:

- Swab inside with a cleaning rod and clean cloth.
- Polish outside with a clean dry cloth.
- Use your cleaning rod to make sure your end cork is in the correct position.
- Clean all debris out of case.

Clarinets and Saxes

- Swab inside with the proper sax or clarinet swab
- Polish outside with a clean dry cloth.
- Grease all corks.
- Clean Mouthpiece (and Barrel) with brush and lukewarm water.
- Clean all debris out of case.

Trumpets, Baritones and Tubas

- Clean mouthpiece with brush and lukewarm water.
- Wipe off and grease all tuning slides. A thin coating on each slide is all it takes. Don't over do it.
- Oil valves.
- Loosen valve caps. There is a top and bottom valve cap for each valve.
- Polish outside of instrument with a clean dry cloth.
- Clean all debris out of case.

Trombones:

- Clean mouthpiece with brush and lukewarm water.
- Wipe off and grease tuning slide. One or two drops on the slide is all it takes. Don't over do it.
- Swab inner and outer slide. Wipe off inner slide with clean dry cloth.
- Lubricate slide.
- Polish outside of instrument with a clean dry cloth.
- Clean all debris out of case.

French Horns and Tubas with rotors:

- Clean mouthpiece with brush and lukewarm water.
- Grease all tuning slides.
- Oil rotors with "Rotor Oil."
- Polish outside of instrument with a clean dry cloth.
- Loosen rotor caps (one for each rotor).
- Clean all debris out of case.

Percussion:

- Clean all debris out of case.
- Tune drum heads and check tension on snares.
- Inspect all percussion instruments and list any problems. No problem is too small: _____
