



El Paso Independent School District

Fine Arts Department

Standard Operating Procedures: *Inventory & Facility Requests*

Repair Shop Procedures

Instrument Repair Check In Process

1. Tag all instruments that need repair
2. Have a technician receive/ inspect repairs
3. Log in all repairs on our log. Link to this log is available on the computer in the shop.
4. Speak with a technician about timeline and level of urgency.

Inventory Procedures

Campus Inventory Procedures - Director Expectations

1. All Directors must perform a yearly inventory at your campus as part of your end of year procedures.
2. Maintain an Excel worksheet of all musical instruments and fine arts equipment at your campus.
3. This digital file should be readily available in case of a lost, stolen, or damaged instrument report
4. The inventory worksheet needs to contain the following fields
 - I. Instrument Type
 - II. Make and Model Number of the Instrument
 - III. Serial Number
 - IV. EPISD Bar Code Number
 - V. If checked out to a student:
 - i. Date Checked out to student
 - ii. Name of Student
 - iii. ID of the Student
 - iv. Student phone number
 - v. Student email
 - vi. Parent phone number
 - vii. Parent email
 - VI. Maintenance notes and comments
5. For lost, stolen or damaged instruments
 - I. Directors must fill out and turn form to Fine Arts within 30 days of the incident.

Requesting Instruments Procedure - Instrument Needs Assessment

(formally known as the capital outlay form)

1. Directors who identify a need for more instruments must communicate to Fine Arts after they have performed an inventory check.
2. New instrument funding varies from year to year however instrument swaps can help solve the problem.
3. As part of the end of year procedures, directors must assess the instrument needs of the program for the coming year.

- I. Use inventory & pre-registration data to determine instrument needs for the program
- II. Identify which instruments typically are not available to rent through a local music store
- III. Needs are ranked from low - critical, definitions of these levels are listed on the form.
- IV. The director will create a list of needs for the coming school year.
- V. Before the last day of school fill out the google form: ***End of the Year Instrument Needs Form***

Requesting strings, rock stops, shoulder rests

1. Strings are an essential part of our orchestral and guitar instruments.
2. It is the directors responsibility to teach proper handling and tuning procedures to prevent accidents.
3. Requesting strings for instruments procedure is as follows
 1. Teachers can request to have 2 emergency strings packs for every instrument
 2. If the teacher would like more strings you can request to use campus supplies funds to purchase these items.
 3. Major string repairs are considered instrument repairs and can be brought in to the shop.
 4. If the restring is an emergency please let our technicians know so we can fastback that instrument/s
4. Shoulder rests and rock stops are NOT provided by our shop and are considered to be classroom supplies.
5. Put in a request to your campus business agent for these classroom supplies.
 - A. Advocate for your program to your campus administration to help set your students up for success

Transferring Instruments to and from Fine Arts and Other schools.

1. Teachers first create a list of all instruments and determine the destination.
2. Fill out the "Property Control Transfer Form" -
 1. Make sure to fill out the form completely to include all destination information
 2. Only Transfers to Fine Arts are allowable - transfers to other schools are not allowed.
 3. If you wish to make a swap all instruments must first go to Fine Arts for inspection first.
 4. Form should include - instrument identification information including
 1. Barcode
 2. Instrument Serial Number
 3. Instrument Description Make and Model
 5. Get form signed by your Principal.
 6. Call Fine Arts Dept for pick up once PW is ready.
 - 7.
3. Teachers cannot surplus/ salvage or trash any music instrument or any item or equipment that is tagged by the fine arts department.
 1. Tagged - is defined as having a bar code or included in the district inventory report as provided by fine arts.
 4. String Instruments MUST be returned with a BOW for that instrument.
 5. Band instruments MUST be returned with a mouthpiece for that instrument.
6. Personal or instruments without an EPISD BarCode should not be used in your classroom
 1. We cannot properly maintain and repair these instruments through the shop.
 2. It is best to make sure all instruments are bar coded and included in your district inventory.
7. All Instrument transfers must go through fine arts. Proper paperwork including the property control transfer form signed by your principal must accompany any instrument transfers.
 1. Instruments must NOT move to other campuses for long term or permanent loans.

Facility Request Procedures

Requesting a facility for concert, rehearsal, and performances

1. Set your Concert and Dress Rehearsal dates for the next year.
 1. Directors are expected to set a tentative date and location for your concerts for the following year as part of their end of the year procedures.

Instrument Incident/ Damage Report

1. Teachers must fill out this paperwork to ensure we properly bill the Parents (responsible parties) who have signed their responsibility form for the damages and repairs to the instrument.
 1. This form needs to be signed by your principal.
 2. For stolen instruments, teachers must have filed a police report with EPISD Police.
 3. Signed forms must be turned in with the instrument before our Instrument Shop can accept the instrument. Teachers must have form ready to give to our repairmen upon delivery of the affected instrument.