



El Paso Independent School District

Fine Arts Department

Standard Operating Procedures: *Piano Tuning Requests*

All El Paso ISD Fine Arts Department teachers will follow the procedures as outlined below when making and submitting a piano tuning request to the Fine Arts Department Piano Technician, Mark Manago.

1. All Fine Arts teachers will submit a piano request form that has been signed and approved by campus administration. ([Piano Tuning Form](#))
2. Once the form is submitted, Mark Manago will contact campus teacher requesting tuning and schedule a day and time that is **next available** for tuning requests.
3. All Fine Arts teachers will let front office personnel and custodian(s) know of scheduled tuning, so they are aware of Mark Manago's campus visit.
4. All Fine Arts teachers need to provide a daily schedule to Mark Manago, so he knows when students are in class and not in class to arrange an appropriate day and time to tune on the teachers campus.
5. Please keep in mind, ***all*** requests are subject to being moved, rescheduled or cancelled depending on technician availability and other events and department events that are being held during the school year.