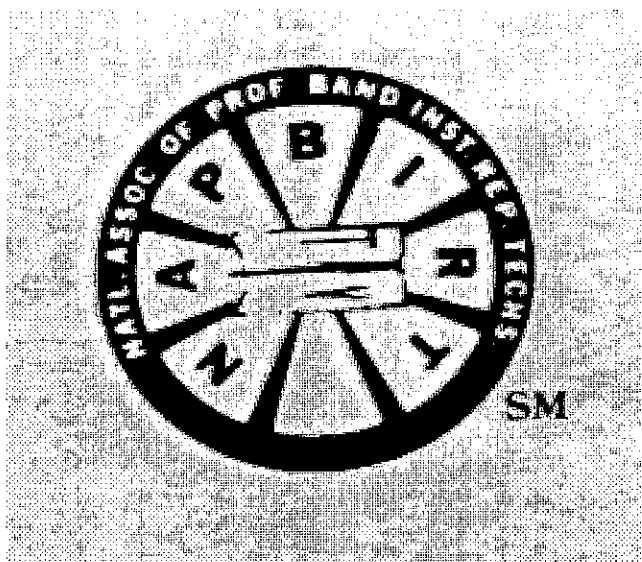


# DODDS-EUROPE MUSICAL INSTRUMENT REPAIR FACILITY



## REFERENCE GUIDE 2000

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**DODDS-E MUSICAL INSTRUMENT  
REPAIR FACILITY  
DoDAAC – HE1381**

**COMMERCIAL ADDRESS:**

**DoDDS-E Repair Facility  
Musical Instrument Repair  
Ludwig Wolkerstrasse 10 GEB. 4003  
55252 Mainz Kastel**

**APO ADDRESS:**

**DoDDS-Europe  
Musical Instrument Repair  
Unit 29649 Box 7400  
APO AE 09096**

**TELEPHONE NUMBERS:**

**DSN – 334-2472/2323  
COM – 06134- 604472/323  
OUTSIDE GERMANY – (0049) 6134-604472/323  
FAX – (0049) (0)6134-1252**

**HOURS OF OPERATION  
MONDAY – FRIDAY  
0700 - 1600**

## **A. TURN IN PROCEDURES**

### **1. MUSIC DIRECTORS:**

- a. All DoDDS owned wind instruments must be turned in for repair as they become inoperable, and/or on a regular schedule for periodic maintenance. Schools must turn instruments in, a few at a time, throughout the entire calendar year.

- WOODWIND INSTRUMENTS EVERY 2 - 3 YEARS
- BRASS INSTRUMENTS EVERY 1 - 2 YEARS

- b. Complete and attach DA Form 2402 Repair/Exchange Tag for each instrument as follows: (SEE ATTACHMENT #1)

**BLOCK 1 SUPPORT AGENCY**  
**AMERICAN MIDDLE SCHOOL**

**BLOCK 2 DATE**  
**01/01/02**

**BLOCK 3 ORGANIZATION (DODAAC)**  
**HE1001**

**BLOCK 9 END ITEM NOUN NOMENCLATURE**  
**ALTO SAX**

**BLOCK 10 MODEL**  
**BUNDY**

**BLOCK 11 SERIAL NO**  
**1040100**

**BLOCK 12 DEFICIENCY OR SYMPTOM**  
**WON'T PLAY**

- c. Ensure that all parts are included in each instrument case, and bring the items to your school supply technician.

## **2. SUPPLY TECHNICIAN:**

- a. All musical instruments serviced by the repair facility are Expendable/Durable items and must be listed in the schools DSAMMS database.
  - b. Enter "HE1381-JulianDate" in the Location field for each serial record.
  - c. Print a Report by Location for "HE1381-JulianDate".
  - d. Create a new CRN and type or print it at the top right of the HE1381 Report by Location. (SEE ATTACHMENT #2)
- \*\* Do not send this report to the DoDDS Property Section. This document is used to receive items at the repair facility. The repair facility will determine which of these items will be exchanged, and use this CRN to transfer items from the school to the repair facility.**

## **3. SENDING/DELIVERING INSTRUMENTS:**

- a. Secure each instrument in their case. Smaller instruments should be grouped together in boxes. ( Be sure to include the Location Report)
- b. Contact the repair facility to provide shipping information.
- c. Send packages CERTIFIED MAIL (MPS)
- d. An appointment is required before delivering musical instruments to the repair facility.

## **B. REPAIR FACILITY**

### **1. RECEIVING:**

- a. Instruments will be accepted and repaired on a first come, first served basis.
- b. The repair facility will verify that all instruments are listed correctly on the schools official hand receipt. Instruments not listed on the official hand receipt will not be accepted for repair until the school provides inventory adjustment paperwork.
- c. A repair facility representative will sign the Report by Location and provide the school with a copy as a receipt for the items.
- d. The school instruments will be entered into the repair facility work register as awaiting repair.

### **2. REPAIR/EXCHANGE PROCEDURES:**

- a. A repair technician will determine whether the instrument can be repaired within a reasonable amount of time, exchanged for another like instrument, or directed to the Defense Reutilization and Marketing Office (DRMO).
- b. If an instrument is exchanged, a transaction register will be completed using the incoming CRN to transfer instruments from the school to the repair facility. (SEE ATTACHMENT #3)
- c. A second transaction register will be completed to transfer the exchanged instruments from the repair facility to the school. (SEE ATTACHMENT #4)

**\*\*THESE TWO DOCUMENTS MUST BE SIGNED UPON RECEIPT AND RETURNED TO THE REPAIR FACILITY!\*\***

- d. A release report will be generated by the repair facility listing the school instruments that are repaired and returned. The school should use this report to remove HE1381-JulianDate from the location field of each serial record. (SEE ATTACHMENT #5)

### **C. SUMMARY OF REPAIR OPERATIONS**

1. PICCOLO AND FLUTE - Complete repad: Completely disassemble. Remove all old pads, corks, and felts. Clean keys and body using silver cleaner and buffing compounds, to provide a pleasant appearance. Remove all key pins. Clean all key rods and hinge tubing. Straighten bent key rods and pivot screws. Replace all pads with double bladder, pressed felt, high quality pads, using the thickness recommended by the manufacturer specifications. Replace all corks and felts using the thickness recommended by the manufacturer specifications. Replace head joint cork. Replace springs as needed. Silver solder all broken keys. Soft solder loose parts such as tenon rings, lip plate, key posts. Remove all dents from body parts. Adjust tenon joints for proper assembly. Replace missing or damaged parts. Completely assemble. Center all key cups over tone holes. Float all pads to ensure that they seal completely around each tone hole. Perform all regulations and adjustments to meet manufacturer specifications. Remove all lost motion (play) in keys. Adjust venting (key height) to ensure proper intonation. Play test using a light touch.

2. ALL CLARINETS and OBOE - Complete repad: Completely disassemble. Remove all old pads, corks, and felts. Clean keys using a silver cleaner and buffing compounds, to provide a pleasant appearance. Clean all body parts including tone holes and bore. Clean all key rods and hinge tubing. Straighten bent key rods and pivot screws. Replace all pads with double bladder, pressed felt, high quality pads, using the thickness recommended by the manufacturer specifications. Replace all key corks and felts using the thickness recommended by the manufacturer specifications. Replace all tenon corks using 1/16" or 3/64" thick cork. Replace springs as needed. Silver solder broken keys. Secure all loose posts. Tighten loose tenon rings. Repair cracked or broken body parts. Replace missing or damaged parts. Remove dents on bells (alto and bass). Completely assemble. Center all key cups over tone holes. Float all pads to ensure that they seal completely around each tone hole. Perform all regulations and adjustments to meet manufacturer specifications. Remove all lost motion (play) in keys. Adjust venting (key height) to ensure proper intonation. Each section should be airtight. Play test using a light touch.

3. BASSOON- Complete repad: Completely disassemble. Remove all old pads, corks, and felts. Clean keys using a silver cleaner and buffing compounds, to provide a pleasant appearance. Clean all body parts including tone holes and bore. Clean all key rods and hinge tubing. Replace all pads with white kid leather pads using the thickness recommended by the manufacturer specifications. Replace all key corks and felts using the thickness recommended by the manufacturer specifications. Replace all tenon corks, bocal cork, and U tube cork using 1/16" or 3/64" thick cork. Replace springs as needed. Straighten keys and rods. Silver solder broken keys. Tighten loose posts. Repair cracked or broken body parts. Replace missing or damaged parts. Completely assemble. Center all key cups over tone holes. Float all pads to ensure that they seal completely around each tone hole. Perform all regulations and adjustments to meet manufacturer specifications. Remove all lost motion (play) in keys. Adjust venting (key height) to ensure proper intonation. Play test using a light touch.

4. ALL SAXOPHONES - Complete repad: Completely disassemble. Remove all old pads, corks, and felts. Clean keys using a silver cleaner and buffing compounds, to provide a pleasant appearance. Chemically clean body and mouthpipe using a phosphoric acid solution such as <sup>TM</sup> Etch Klenz, or a similar substitute. Clean all key rods and hinge tubing. Replace all pads with tan leather, woven felt, acoustic series, plastic resonator pads, using the thickness recommended by the manufacturer specifications. Replace all key corks and felts using the thickness recommended by the manufacturer specifications. Replace springs as needed. Remove all dents from body and mouthpipe. Straighten bent body and posts. Level all tone holes. Soft solder loose body parts. Silver solder broken keys. Buff, polish, and spot lacquer as needed to provide a pleasant appearance. Straighten bent keys, key rods and pivot screws. Replace missing or damaged parts. Completely assemble. Center all key cups over tone holes. Swedge keys to remove any play. Float all pads to ensure that they seal completely around each tone hole. Perform all regulations and adjustments to meet manufacturer specifications. Remove all lost motion (play) in keys. Adjust venting (key height) to ensure proper intonation. Play test using a light touch.



5. TRUMPET, BARITONE AND TUBA – Completely disassemble. Pull stuck slides. Chemically clean all parts using a phosphoric acid solution such as <sup>TM</sup> Etch Klenz, or a similar substitute. Remove all organic deposits from inside tubing and valve casings using a flexible cleaning snake and cleaning brushes. Remove all accessible dents. Align mouthpipe, bell and slides to meet manufacturer specifications. Soft solder all broken joints. Replace all broken braces. Repair bent or damaged valves and valve casings. Replace all valve corks and felts for proper alignment of valve ports. Replace all waterkey corks. Replace waterkey springs as needed. Buff, polish, and spot lacquer as needed to provide a pleasant appearance. Completely assemble. Align tuning slides for proper ease of movement. Grease all slides. Oil valves. Play test.

6. FRENCH HORN – Completely disassemble. Pull stuck slides. Chemically clean all parts using a phosphoric acid solution such as <sup>TM</sup> Etch Klenz, or a similar substitute. Remove all organic deposits from inside tubing and valve casings using a flexible cleaning snake and cleaning brushes. Remove all accessible dents. Align mouthpipe, bell and tuning slides to meet manufacturer specifications. Soft solder all broken joints. Replace all broken braces. Buff, polish, and spot lacquer as needed to provide a pleasant appearance. Restring valves. Replace valve bumpers. Adjust rotor valves. Replace all waterkey corks. Replace springs as needed. Align tuning slides for proper ease of movement. Grease all slides. Oil valves. Play test.

7. TROMBONE – Completely disassemble. Pull stuck tuning slide. Chemically clean all parts using a phosphoric acid solution such as <sup>TM</sup> Etch Klenz, or a similar substitute. Remove all organic deposits from inside tubing using a flexible cleaning snake and cleaning brushes. Remove all accessible dents. Align hand slide for proper ease of movement. Align tuning slide for proper ease of movement. Replace and adjust bumper corks and felts. Replace waterkey cork. Replace waterkey spring as needed. Soft solder all broken joints. Replace all broken braces. Buff, polish, and spot lacquer as needed to provide a pleasant appearance. Play test.

8. All case repair or replacement as needed.

9. Percussion and stringed instruments may be repaired on an emergency basis, if economical.
10. Electronic musical instruments must be repaired at the school level.

#### **D. PREVENTIVE MAINTENANCE TIPS**

##### **1. WOODWIND INSTRUMENTS:**

- a. Swab out instruments after playing to remove excess moisture, which can adversely affect the life of the instrument and pads.
- b. Disassemble instruments with tenon corks to prevent corks from becoming compressed, which may cause a leaky or wobbly joint.
- c. Insert the end plug in the saxophone mouthpiece receiver when instrument is not in use to protect the octave lever from damage.
- d. To prevent cracking, avoid exposing wooden instruments to extreme changes in temperature or humidity.
- e. Do not store music books, thick cleaning rags, etc. in instrument cases.

##### **2. WOODWIND ASSEMBLY:**


- a. Flute – Close keys on foot joint with palm of hand, assemble joints with a twisting motion being careful not to bend keys. Never use oil or cork grease on joints. If a joint is too tight or too loose, it must be sent to the repair facility for adjustment.
- b. Clarinet – Close D/A ring key, assemble upper and lower joints with a gentle twisting motion until bridge keys are aligned. Assemble barrel, bell and mouthpiece with a twisting motion being careful not to bend keys. Cork grease should be used in SMALL amounts as needed.
- c. Saxophones – Make sure the neck screw is loosened before assembling or disassembling the neck. Insert the neck using a gentle twisting motion being careful not to bend the octave key and lever mechanism. Generally, the bottom brace of the neck should be aligned with the posts of the octave key lever.

### 3. BRASS INSTRUMENTS:

- a. Grease the slides with slide grease (not oil) and move them in and out on a weekly basis to prevent sticking or frozen slides.
- b. Disassemble instrument and flush with warm water and a mild dish detergent approximately once a month. Use a cleaning snake to remove deposits from inside tubing. A mouthpiece brush should be used to clean the mouthpiece once a week.
- c. Always insert the mouthpiece with a twisting motion, and remove it by twisting the in the opposite direction. If the mouthpiece gets stuck, it must be removed using a special mouthpiece-pulling tool only.
- d. When lying a trumpet/cornet down, place it in the same manner as it lies in the case. Never lie it on the 2<sup>nd</sup> valve slide tubing, which can damage the valve and/or valve casing.

**\*\*\*The Repair Facility invites all DoDDS-E instrumental music teachers to attend a two-day seminar on preventative maintenance and minor repair of musical instruments. This repair seminar will be conducted at the Repair Facility upon demand, and can be worth 1 graduate credit. Please request travel orders through your chain of supervision and contact the Repair Facility if you are interested in attending a session.\*\*\***

# SAMPLE DA FORM 2402 REPAIR/EXCHANGE TAG

Edition of MAY 81 is obsolete.  U.S. GPO: 1991-301-992	DA Forms 736-750 and 738-751 EXCHANGE TAG	1. SUPPORT AGENCY (DODAAC)	2. DATE		
		AMERICAN MS		6/1/99	
		3. ORGANIZATION (DODAAC)	4. <input type="checkbox"/> WARRANTY <input type="checkbox"/> EIR EXHIBIT <input type="checkbox"/> EXCHANGE		
		HE1001			
		5. NSN	6. NOUN NOMENCLATURE		
		7. PD	8. PD AUTHENTICATION		
			BC# 100100100		
		END ITEM IDENTIFICATION	9. END ITEM NOUN NOMENCLATURE		
			ALTO SAX		
	10. MODEL	11. SERIAL NO.			
	BUNDY	1040100			
12. DEFICIENCY OR SYMPTOM					
WONT PLAY					
13. DATE ACCEPTED		14. SIGNATURE		15. NMCS	
16. JON		17. INITIALS			
18. DATE REPAIRED		19. INITIALS			

- BLOCK 1 - ENTER SCHOOL NAME
- BLOCK 2 - ENTER DATE
- BLOCK 3 - ENTER DODAAC
- BLOCK 8 - ENTER BAR CODE #
- BLOCK 9 - ENTER INSTRUMENT NOMENCLATURE
- BLOCK 10 - ENTER MANUFACTURER OR MODEL
- BLOCK 11 - ENTER SERIAL NUMBER
- BLOCK 12 - ENTER DEFICIENCY

12/27/99 10:55:54

ACCOUNTABLE HAND RECEIPT REPORT BY LOCATION (ACR) HE1381  
HE4411 MUEHRZBURG HIGH SCHOOL

LOCATION	NOIN	SIGN IN/OUT	BAR CODE S	SERIAL NUMBER	MANUFACTURER	FSC PART/MODEL-H	INV-DATE	U-PRICE	QTY
HE1381	CLARINET B-FLAT BUNDY		100194969	C S251109	BUNDY	7710 ALL MODELS		171.00	1
HE1381	FLUTE ARMSTRONG		100195183	C 41373	ARMSTRONG	7710 ALL MODELS		287.00	1
HE1381	SAX BARITONE SELMER		100195051	1040318	SELMER	7710 ALL MODELS		1,795.00	1
HE1381	SAX TENOR BUNDY		100195587	1237793	BUNDY	7710 ALL MODELS	01-15-97	730.00	1
HE1381	TRUMPET KING		100196514	612591	KING	7710 ALL MODELS	01-15-97	324.37	1

COST ON-HAND \$3,307  
COUNT ON-HAND 5  
COST DUE-IN 50  
COUNT DUE-IN 0

SAMPLE TURN IN DOCUMENT  
REPORT BY LOCATION (ACR)  
HE1381

PLEASE TYPE OR PRINT YOUR CRN HERE

1. I understand that I am responsible for all accountable property shown on this Area Custody Receipt (ACR) by location during my occupancy of the room.
2. I acknowledge that if I allow someone to remove any item listed thereon that I must inform the property custodian or hand receipt holder (HRH) immediately.
3. I understand that I am responsible for reporting to the HRH or property custodian any/all accountable property missing from this location which is shown on this ACR.

Individual receiving items: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

07/22/99 07:45:18

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Originator: HE1625 LAKENHEATH MIDDLE SCHOOL

CRN: HE1625-9134-0001

Receiver: HE1381 MUSICAL INSTRUMENT REPAIR FACILITY

ITEM	STOCK NUMBER SERIAL NO.	LOCATION BAR CODE	NOUN MANUFACTURER	UNIT	QTY	CODE	ACTION	UNIT PRICE
0001	7710 140310	100115585	CLARINET B-FLAT ARTLEY ARTLEY	EA	1		U	176.00
0002	7710 153346	100199738	CLARINET B-FLAT ARTLEY ARTLEY	EA	1		U	176.00
0003	7710 616656	100115316	CLARINET B-FLAT KING KING	EA	1		U	176.00
0004	7710 F25429	100265679	FLUTE GEMEINHARDT GEMEINHARDT	EA	1		U	227.00
0005	7710 N197794	100198247	SAX ALTO KING KING	EA	1		U	560.00

-----  
\$1,315.00 TOTAL

## SAMPLE TRANSACTION REGISTER INCOMING INSTRUMENTS

***NOTE: CRN MUST BE DUPLICATED WHEN DROPPING  
THESE ITEMS FROM YOUR DATABASE***

-----  
Julian Date: 9134

H/R HOLDER: \_\_\_\_\_ PropCust: \_\_\_\_\_ Receiver: \_\_\_\_\_

07/22/99 07:44:38

Page 1

Originator: HE1381 MUSICAL INSTRUMENT REPAIR FACILITY

CRN: HE1381-9202-1625

Receiver: HE1625 LAKENHEATH MIDDLE SCHOOL

ITEM	STOCK NUMBER SERIAL NO.	LOCATION BAR CODE	NOUN MANUFACTURER	UNIT	QTY	CODE	ACTION	UNIT PRICE
0001	7710 177007	READY5 100208074	CLARINET B-FLAT ARTLEY ARTLEY	EA	1		D	176.00
0002	7710 147935	READY5 100305333	CLARINET B-FLAT ARTLEY ARTLEY	EA	1		D	176.00
0003	7710 1181124	READY5 100273001	CLARINET B-FLAT BUNDY BUNDY	EA	1		D	176.00
0004	7710 5364	READY2 100197709	FLUTE KING KING	EA	1		D	227.00
0005	7710 1048008	READY8 100144068	SAX ALTO BUNDY BUNDY	EA	1		D	560.00
								----- \$1,315.00 TOTAL

## SAMPLE TRANSACTION REGISTER OUTGOING INSTRUMENTS

***NOTE: CRN MUST BE DUPLICATED WHEN ADDING  
THESE ITEMS TO YOUR DATABASE***

-----  
Julian Date: 9202

H/R HOLDER: \_\_\_\_\_ PropCust: \_\_\_\_\_ Receiver: \_\_\_\_\_

## Release Report for SIGONELLA HS

27-Dec-99

INSTRUMENT	MAKE	SERIAL NUMBER	S/O
FLUTE	KING	12580	O
FLUTE	ARMSTRONG	11581	O
FLUTE	ARMSTRONG	46075	S
FLUTE	ARMSTRONG	73924	S
CLARINET	BUNDY	1155828	S
CLARINET	SIGNET	31289	O
CLARINET	SIGNET	27573	O
CLARINET	BUNDY	1486009	S
ALTOSAX	BUNDY	939926	S
TRUMPET	KING	991713	S
TRUMPET	BUNDY	545030	S
TRUMPET	KING	124826	S

SAMPLE RELEASE REPORT  
(WHEN THE SAME INSTRUMENT  
IS REPAIRED AND RETURNED  
TO THE OWNING SCHOOL)