



Reply to:

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To: Music Teachers

From: Dru Davison

Re: Inventory Procedures for Music Equipment

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Music Equipment Inventory Procedures for MCS Bands, Choirs, and Orchestras

1. Teachers are directly responsible for the audio equipment, furniture, and instruments that are assigned to your school. Proper care and maintenance of instruments should be taught and reinforced (as per curriculum guidelines) throughout the school year.
2. Do not loan instruments from your inventory to other schools. Likewise, do not accept instruments that belong to other schools.
3. At the beginning and end of each year, complete a detailed inventory and load it on the MCS Music Inventory Spreadsheet. This Excel document is designed similar to the repair request worksheet so you can cut and paste information as needed. On the "Notes" section, you may want to keep track of when the instruments are sent to the repair shop.
4. When the electronic inventory is complete, print the document and keep it in a folder for quick reference. Student locker numbers and lock combination numbers should be readily available (if your room is equipped accordingly). Key Locks should not be allowed.
5. Complete random instrument checks periodically throughout the year to ensure students are caring for their instruments properly.
6. Store your instruments in a secure environment.
7. MCS instruments are to be used only by students enrolled in music classes who are following the MCS curriculum and have completed the MCS Instrument Loan Agreement Document. Do not allow students to loan equipment to other groups within the school, including percussion instruments and audio equipment. The music teacher and school administrators are the only district employees responsible for this equipment. Personal use of MCS equipment should be strictly limited to school related activities.
8. If you do not have a complete and accurate inventory of all your band instruments, please contact one of the following individuals in Asset Management, Robert Braden, 553-4009 or Tammy Bradford, 553-5863 to get an up-to-date inventory. Please review your inventory as soon as possible to identify any discrepancies and notify this office immediately of your findings by using the "Asset Management Disposition Form". The "Band Instrument Repair Shop" nor "Asset Management" will accept the forms from you unless this office approves them first. This office will then forward the forms to Facilities Management for disposition.