**Testing instruments and delivering/collecting instruments**

* The shelves are labelled with the orchestral group. So please just keep things together within the area.
* All the instruments should be labelled with coloured tags:
* If an instrument is good it will have a **green** label on it.
* It should should also have the instrument serial number (embossed on instrument) or the number written on it (usually starting with a series of letters but may just be a number)
* and the Coventry Music barcode number
* It should also have the date last checked/tested
* If it has a peach-orange label this means the items needs testing by a qualified musician before sending out
* If an instrument has a yellow label it either needs repair
* It should state the instrument number
* The date tested
* The reason that it needs repair
* On the back there is also space to add when the repairs are completed
* If it has a red label it has been deemed scrap and not issuable or fixable
It should state the Id number (both serial number and barcode number)
* Date decision made
* Next steps required (dispose, use for spare parts etc)

**When you are testing instruments you should**

* Test the equipment and put a new label where possible.
* If it is a yellow label add on the back who fixed it and what was done. Leave this label on along with a green label if fixable or red if scrap
* Add the instrument information onto a instrument logging sheet – making sure you add all the information (including serial number and barcode)
* Ensure that there is a Coventry Music barcode on the instrument – if not please apply one a sensible location
* Write on the case with a white paint pen “Coventry Music” if it does not already clearly have this written on the case (this is so our instruments are easily recognisable when in cases in schools)
* Please ensure you leave the area clean and tidy, with nothing blocking aisles or causing a health and safety issue
* All resources you might need should be available on the desk in the storage are
* If resources are running low then please let us in the office know. If it is a photocopiable document you could ask the staff at P&P if they could copy a few more copies for you. (ideally don’t use the last sheet without doing this)

When you are delivering instruments

* Make sure you only select green labelled instruments
* If there are not enough then you may need to test some orange label instruments (please change the label and record as above if you did)
* Ensure there is a barcode on the instrument
* Ensure the case is clearly labelled as “Coventry Music”
* Thoroughly clean the instrument
* Ensure there reeds or other equipment included
* Record the items to be delivered on a delivery note, listing both serial number and barcode (to ensure all items can be tracked
* Ideally also record on a instrument logging sheet
* Take the delivery note with the instruments when delivered
* Ensure the paperwork is fully signed and dated
* Return the paperwork to Coventry music, either directly or electrnically

**When collecting instruments**

* Ensure a collection note is completed
* When collecting the instruments ensure the paperwork is fully completed
* Store the instruments in a sensible place ideally with an orange needs testing label in the warehouse
* Where shelf space is limited or unavailable please ensure you leave the items somewhere where they will not be blocking aisles or causing health and safery issues
* Ensure paperwork is sent back to Coventry Music either directly or electronically
* If you have time and the skills then the returned items could be tested/repaired as per the instructions above

IT IS VITAL THAT ALL ITEMS HAVE A COVENTRY MUSIC BARCODE

IT IS VITAL THAT EVERY INSTRUMENT IS CLEARLY LOGGED AND TRACKED WITH NUMBERS AND LOCATION