

UC SANTA BARBARA

Department of Music

Grand Piano Moving Procedure

Revised March 21, 2023

Proper moving and handling of UCSB Department of Music pianos and harpsichords

Grand Pianos

Piano cover

Remove the cover so that the inside is not exposed to dirt, dust and other harmful substances that affect finishes, strings and moving action parts. To remove the cover, fold each side of cover under the cover to middle of piano to form a center strip. Roll the cover from tail to keyboard end so that outer part of the cover is exposed. Place the cover on a chair, table or another piano. Never place the cover on the floor.

Piano leg casters

Casters have locks on both front legs. Turning the lock handle clockwise tightens to locks to keep wheels from moving. Tighten snug, but do not over-tighten. To unlock the wheels, turn the handle counterclockwise until handle stops. Do not force the handle further. When moving the piano, always unlock the wheels first. When finished placing the piano for rehearsals or concerts remember to tighten the locks.

Piano Moving and Placement

The piano cover must remain on the piano while moving in and out of the storage rooms. The piano lid must be down when moving the piano at any time. Two people are required at all times during moving.

Make sure the keyboard end leg caster wheels are unlocked before rolling the piano. With one person at keyboard end and the other at the tail end carefully roll the piano out of the storage area to the stage or hall venue. First place the piano in position, but off to stage right about 2 feet. Then roll the piano into place. This sets the casters straight. Finally position the piano with the front caster wheels pointed forward, slightly splayed out and lock the casters. This caster orientation is important for the proper tone and touch of the piano. It also keeps the piano from rocking or rolling while playing.

Once the piano is in position and the wheels are locked, the lid may be raised. The lid fly (hinged keyboard end section of the lid) must be placed on the main (tail) lid section prior to opening and propping the lid. When closing the lid, reverse the process. Make sure that the music desk is in the closed position before lowering the lid.

Piano Storage

In LLCH piano garage, keep pianos oriented so that the piano on the left (looking in from the hall) has the keyboard positioned towards the front (storage door) end and the piano on the right has the keyboard positioned at the back end of the storage room.

In Geiringer Hall the 9' Steinway is always rolled into the piano shop keyboard end first and stored in the niche that is built into the key office. This placement assures that the shop entry from Geiringer Hall is not blocked. The 7' Steinway when stored with the 9' should be rolled in tail first and nested with the 9'.

Dowd Harpsichord

The same general principles above apply to the harpsichord, except there are no wheel locks on the harpsichord stand. In addition there is no place inside the instrument to store the music desk. It is always stored on top of the closed, covered harpsichord.

The cover must be on when moving the harpsichord to and from storage. The harpsichord lid must be down at all times when moving. When moving the harpsichord over thresholds or uneven transitions, lift the instrument slightly to avoid catching a wheel and breaking a stand leg.

Once the harpsichord is in position remove the music desk from the instrument top then remove the cover. The lid now can be raised. The front keyboard case part must be removed prior to raising the lid. There is a latch at the top of the front that connects it to the lid. The latch must be disconnected prior to raising the lid and re-connected after the lid is lowered and the front replaced. The lid stick is not attached to the case as in pianos, so care must be taken when positioning the lid stick. The proper location for the stick base is at the molding piece against the rim of the harpsichord in line with the lid holes. There are two lid holes for the tip of the stick. Use the hole furthest from the lid edge for the long stick. Once the lid is propped up the music desk can be placed inside the instrument for use. It must be removed before closing the lid.

Herz Harpsichord

The above procedure for the Dowd harpsichord also applies to the Herz harpsichord **except** the keyboard front case part is hinged to the lid and must be folded under the lid, then over while lifting the lid. The music desk does fit and remains inside the instrument. Remember to fold it down first before lowering the lid. There is only one lid hole for the lid stick.