

## Chicago Flute Club Piccolo Care Guide

### Assembling the Piccolo

1. Wash your hands and rinse your mouth before opening the case.
2. Place the case on a table or appropriate elevated surface. DO NOT leave the case on the floor or on a chair.



(note: demo piccolo depicted not for rent)

3. Attach the head joint to the body joint of the piccolo.



4. After assembling the piccolo, place it on a stand or table. DO NOT place it on the floor or chair.
5. When not in use, store the piccolo locked in its case or on a piccolo stand. NEVER place the piccolo on the ground or on a chair.

## Storage

1. Store the silk swab and cleaning rod in the outer case, not inside the case with the piccolo.
2. While traveling by bus, train, or other public transportation, store the piccolo in a bag on your person, and keep said bag with you at all times. If traveling by plane, do not store the piccolo in checked baggage.
3. Do not leave the piccolo in a car by itself. The insurance does not cover theft from an unlocked car. It can be difficult or impossible to prove that a car was locked when a theft occurred. When you get out of the car, even for just a moment, take the flute with you. You will be liable for the full value of the flute if insurance refuses to pay.
4. Do not store the piccolo in uncontrolled or extreme temperatures, such as an attic, basement, or near hv/ac vents. Piccolos are more sensitive to weather changes due to their small size. Wooden piccolos are more sensitive than metal ones.

## Cleaning the Piccolo

1. Separate the headjoint from the body.
2. Thread the silk cloth into the cleaning rod. Wrap the cloth around the rod.



3. Insert the cleaning rod into the body joint through the wider side, aka hole that connects the head joint. Pull back out to remove. **DO NOT PUSH THE ROD ALL THE WAY THROUGH THE INSTRUMENT.**
4. Insert the cleaning rod/cloth into the head joint. Pull back out to remove.



## **Maintenance**

1. Do not oil the mechanism of the piccolo.
2. Do not turn any screws or attempt to adjust the instrument (even if you know what you are doing).
3. Do not polish the piccolo or even try to wipe off fingerprints.
4. Do not lubricate the tenons with anything.
5. Do not bring the piccolo to a repair technician other than Hornstash (include address/contact info)
6. Contact Hornstash if there is any problem or repair needed. Availability for emergency repair is not guaranteed.

If you have any questions about your rental please contact Evan van Breemen, CFC Flute Rentals Chairperson, at [fluterentals@chicagofluteclub.org](mailto:fluterentals@chicagofluteclub.org).