

SAMPLE SUBMITTAL DRAWING CHECKLIST

A. FORM (ALL SHEETS)

1. Submittal copy quantity requirements satisfied
2. Submittal content satisfied
3. Adequate sheet size for drawing
4. All notes and other text legible throughout the drawing set
5. Contact info for each responsible party (architect, owner, Integrator, etc...) clearly printed on the drawings
6. Table of contents with necessary fields present (Sheet Title, Sheet Number, Description, etc...)
7. Drawing titles and sheet names match the Table of Contents
8. Sheet titles make sense
9. Drawing order makes sense
10. Spelling checked and corrected

B. FIT (EQUIPMENT LAYOUT PLAN, RCP, ELEVATION, DETAILS)

1. All of the equipment shown on plan view in the correct position
2. All equipment uniquely identified
3. Equipment clearances throw distances, and elevations clearly marked, dimensioned and noted
4. If in scope, detail drawings for the hanging/installation/mounting of projectors, screens, cameras, surface mounted loudspeakers, ceiling suspended loud speakers, wall or floor mounted racks, displays, microphones, antennas and sensors, and camera/speaker housings
5. Equipment mounting details for equipment (composite weight including hardware) over 40 lbs. include the stamp of the Approved Licensed Structural Engineer.
6. Details contain manufacturer and model numbers for each part, detail key referenced back to Equipment layout, weight, and clearance requirements
7. Detail reference keys for every piece of equipment permanently installed overhead

C. FIT (CABLE FILL FORM, OR PLAN AND RCP)

1. Conduits uniquely identified
2. Cable types identified by make and model number
3. Cables leaving rooms uniquely identified
4. Cable quantities/types correct
5. Cables segregated by type/signal level when possible

D. FIT (RACK, FURNITURE RACK LAYOUTS AND ELEVATIONS)

1. Racks have a unique ID
2. All equipment uniquely identified within each rack layout

3. Blanks, vents, and fans positioned properly with respect to the actual heat generating equipment
 4. Layout functional for daily use
 5. Mounting of any external equipment such as monitors, speakers, and desk shelves detailed
 6. Detail covering grounding, bonding, and the pass through of conduits to and from the racks
- E. FIT (CUSTOM FURNITURE DRAWINGS)
1. Furniture drawings accurately show the form fit and function of the original design intent
 2. Cable pass-troughs and equipment access panels appropriate for daily use
 3. Finish samples provided unless finishes are pre-approved by owner/architect
 4. Furniture uniquely identified and keyed to Equipment Layout Plans, Rack elevations, and System Line Diagrams
 5. Furniture drawings contain enough detail for custom fabrication by furniture vendor
- F. FIT (CUSTOM PANELS AND PLATES)
1. Plate drawings include the following manufacturing details: material type and thickness; plate finish; engraving/screening size, color, and font style; bevel and mounting hole details; connectors and switches identified by make and model number; and connector mounting method (pressure fitting, nuts and bolts, etc...)
 2. All plates uniquely identified and keyed to match line diagrams and equipment layouts
- G. FUNCTION (SYSTEM LINE DIAGRAMS)
1. Signal flow from input to output, left to right
 2. Wiring notes make sense
 3. System line diagrams accurately reflect the original system design intent
 4. Equipment shown identified by manufacturer, model number, and a product description
 5. All of the equipment shown has a unique ID matching the plate drawings, rack elevations, and equipment layout plans and RCP's
 6. All field and rack wires uniquely identified by number
 7. All terminal strips identified by locations and numbered
 8. All rack power circuits and power control sequencing circuits identified
 9. All pre-made cables indicated by manufacturer, make, and model number
 10. Calculated measurements for RF level for taps, drops, splitters, and amps
 11. All wires identified by signal type (MIC, Line, RGB, Serial, Etc...)
 12. Details for DIP switch settings, IP Addresses, Baud Rates or equipment modifications
 13. Detailed pin outs for all Integrator manufactured cables
 14. System line diagrams contain detail markers of where to find pin out details
 15. System line diagrams indicate the impedance at amplifier outputs for all speaker lines
- H. MISC (MISC CONSTRUCTION DETAILS)
1. Details and elevations for any custom built equipment, architectural oddities, or any other Integrator work not covered elsewhere

I. EQUIPMENT LIST

1. Variances from the original basis of design clearly marked
2. All of the necessary equipment accessories included
3. Equipment identifiers match those on the drawings
4. Equipment quantities match those of the drawings