

SAMPLE AV ROOM CONDITION CHECKLIST and REPORT

- A. Before installing field cable in spaces:
1. Verify that empty conduit and pathways are provided as required in E series infrastructure drawings.
 - a) Empty Conduit sizing and end points
 - b) Back box sizes and locations
 - c) Floor box sizes and locations
- B. Before installing any AV equipment, verify that the following conditions have been met. If conditions have not been met, do not install equipment in the room until conditions have been met.
1. All spaces in which Technology equipment, materials, racks and tools will be utilized or installed have been secured from theft/damage & keys provided to AV integrator.
 - a) Coordinate with the General Contractor for access to the facility and spaces as appropriate.
 2. Adequate structural support has been installed for all wall and ceiling mounted equipment.
 - a) Verify support structure is per technology requirements and will accommodate technology mounting systems.
 - b) Coordinate with technology integrator prior to closing the ceiling or wall.
 3. HVAC system is operational (with filters installed).
 - a) Air systems are complete and flushed so as to reduce possibilities of excessive dust being ingested into electronic equipment.
 4. All AV-related power outlets have been tested and are operational.
 - a) Locations verified against technology requirements
 - b) Test results should be provided to the consultant
 5. Plumbing and mechanical systems installations are complete.
 6. All construction activities likely to generate dust/dirt, metal shavings, or sparks have been completed.
 - a) Installation of all window, wall, ceiling, and flooring finishes has been completed.
 - b) Finished ceilings are completed, Drywall/Ceiling tile
 - c) Carpeting/Tile & floor finishes are completed
 - d) Walls are painted
 - e) Doors and locks are complete
 - f) Woodwork and trim are complete
 - g) Lighting systems are installed, working
 7. In locations in which equipment is to be installed, no chemical or other activities will be taking place that could potentially spill/drip on the equipment.
- C. Before installing any AV equipment, verify that the following conditions have been met. If conditions have not been met, document and submit report to general contractor, consultant, and owner's technical representative.
1. Projection screens are installed and operational.
 - a) Screens are level
 - b) Tab Tension screens are properly adjusted
 - c) Screen limit switches have been properly set
 - d) Low voltage interfaces for electronic screen controls are in place and properly installed for technology integration to other control systems as necessary.

- e) Screen locations are such that they are not impeded by white-board or chalk-board rails. Screens should be located such that they drop freely in front of chalk-rails.
2. The AV field cable installation is complete.
 - a) Coordinate any other low voltage cable installation related to AV outside of the AV integrator contract.
 - b) All low voltage wiring provided should be fully tested, certified and test results should be provided to the consultant for final approval and project records.
3. Field cable installed by others, (such as data, telecommunications, cable TV, and fiber) has been installed and tested by others.
 - a) Cable installation should be coordinated with remaining technology trades to make certain all needs are accommodated.
4. Network jacks configured and operational.
 - a) All connections to be fully labeled as per campus standards
 - b) All connections and cables to be fully tested with test reports validating procedures and bandwidth as well as continuity, etc are to be provided to the owner upon certification by the installer.
5. All AV-related furniture, casework, shelving has been installed as specified with review and approval by the client.
 - a) Any related items requiring technology integration such as cabinets, millwork, lecterns, etc, will require coordination with the technology integrator and review/approval by the client prior to fabrication.
6. All building systems that are to be interfaced with the AV systems are operational.
 - a) Verify integration/interfaces with lighting and controls
 - b) Verify integration/interfaces with room darkening/shades
 - c) Each building system requiring interface with AV systems will require coordination during design prior to construction.
 - d) Each building system requiring interface with AV systems will require coordination and approval by the owner prior to construction.
7. The HVAC system should be balanced so as not to produce excessive vibration or noise/air turbulence.
 - a) HVAC system test results should be reviewed by an acoustician for conformity to acoustical requirements within each space and must be readjusted as necessary based on acoustical review and recommendations.