



AV System Checkout & Acceptance Checklist

Date of Checkout: _____

Floor: _____

Room #: _____

AVDC Project #: _____

Warranty Start Date: _____

Environment

- Conference room is clean
- Room temperature is comfortable (not too hot or cold)

Construction Complete

- Wall are painted / fabric panels installation completed
- Ceiling installation completed
- Carpet installation completed
- Drop down screen is installed (when applicable)
- Video projector pipe is installed and secured (when applicable)

Electrical

- All electrical receptacles installed, terminated and "live"
- All electrical receptacles at the conference table hatch pedestal/s are installed, terminated and "live"
- Lighting wall switches are installed and operational
- Touch Panel lighting system is installed and operational (when applicable)
- HVAC system is operational
- PNG Tone



Tel / Data

- All Tel / Data receptacles at the AV equipment cabinet are installed and terminated
- All Tel / Data receptacles at the conference table hatch are installed terminated and "live"
- Cable TV port active at the specified location
- Copy of all ISDN, IP addresses and analog lines is obtained

Furniture

- Conference table installed
- Credenza installed
- Millwork installation completed

Audiovisual

- Equipment inventory complete
- All equipment labeled
- All wiring neat and to standard at the audiovisual equipment cabinet
- All wiring neat and to standard at the conference table
- All computer interfaces installed and active at the conference table
- Source media available
- Test equipment available
- Data sheet complete and posted
- Level settings dotted
- Staging and field performance results available for review
- As built available for review



- All phones data lines labeled
- VTG 150 Pattern Generator
- SPL Meter
- Volt meter

Video Sources

- VCR operational (Play, Stop, FF, REW)
- DVD Operational (Play, Stop, FF, REW, Menu)
- Main PC display & audio
- Laptop #1 display & audio
- Laptop #2 display & audio
- Laptop #3 display & audio
- All the above must be tested with volume control button (up/down)

Audio Sources

- CD player (Play, Stop, REW, FF, Skip)
- Audiocassette player (Play, Stop, REW, FF)

All the above must be tested with volume control button (up/down)

Videoconference

- All video lines point to point tested
 - Routing in and outs confirmed.
 - Video sources in's and outputs confirmed.
 - Video display tested for all relevant frequencies using PC and VTG.
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- Videoconference calls completed. Send and Receive
- Audio Add conference tested
- Recording tested

 **Audio**

- All point to point connections tested.
- Quality check with tone
- Polarity/Phase check with CD
- 3 send and receive audio calls
- Check recording.

 **Control**

- Confirm screen operation and flow to AVDC spec
- Confirm routes
- Confirm component control and dialing
- Confirm environmental controls (lighting scenes & Shades)
- Plasma display mode checked (Normal, Full, Stadium, Zoom, RGB, Video On / off) under technician tools

 **Documentation**

- Client Binders
- All As-Built drawings provided
- Equipment Inventory Spreadsheet
- Control Program Disc (with all source code)



**AUDIO VISUAL
DESIGN CONSULTANTS**

AVDC:

Print Name

Signature

Date:

Client:

Print Name

Signature

Date: