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## Completion Checklist

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Room: \_\_\_\_\_

### Infrastructure and Related Systems:

- All AV rough-in infrastructure in place
- Interfaces with other systems (lighting, drapes, screens, operable walls, etc.) complete and operational
- Communications services are installed and working (Ethernet, IP addressing, ISDN, telephone, and others)
- AV-related millwork and furnishings provided and integrated
- Operable walls for divisible rooms installed and adjusted
- Cable TV system installed and operational

### Systems:

- All new AV equipment delivered and installed
- All AV OFE delivered and installed
- Initial control software uploaded, debugged and operation verified
- All DSP and other AV software programming and preliminary testing complete
- Preliminary testing and troubleshooting of signal paths for all video and audio systems
- Initial setup and alignment of video displays complete
- Initial setup and testing of all audio systems
- Programming and preliminary testing of conferencing systems
- All wireless devices tested and operational (microphones, control systems devices, network devices)

### General and Administrative

- Major punch list items addressed
- Any known outstanding punch list items identified
- Marked-up shop drawings or preliminary as-build documentation on site