



Owner Responsibility Checklist

Programming

- Provide and coordinate appropriate owner personnel for participation in AV program Interviews, meetings and benchmark tours

Design

- Provide and coordinate appropriate owner personnel for participation in benchmarking tours and interviews
- Provide access to existing facilities for design team investigations and verifications of site conditions
- Provide lists of any owner furnished AV equipment or related furniture
- Provide owner-specific contract requirements for bid package preparation

Bidding/RFP

- Provide access to existing sites for AV bid tours if applicable
- Provide appropriate personnel for any interview process for AV integrators

Construction responsibilities

- Provide timely response and processing for project RFI's, change orders, pay requests and other AV related communications
- Coordinate provision of any required central or offsite connections to HVAC and electrical services
- Meet OSHA requirements for the work environment for areas not controlled by the AV contractor
- Provide OFE equipment and furniture to AV integrator for installation
- Coordinate and negotiate software licensing agreement directly with the AV provider even if subcontracted through a General Contractor (GC)
- Coordinate computer workstation installations in furniture with AV equipment installed
- Coordinate data network access for AV signal delivery needed
- Coordinate the receipt of AV equipment and provide access and security during the installation process
- Coordinate server locations for video servers, help desk systems, control system servers and AV related web services where required
- Coordinate lighting, HVAC or other building system control with any building automation or energy control services in the final AV system installation
- Coordinate security of delivered AV equipment on site during period before contract sign-off and closeout
- Provide conduit, backboxes and floor boxes for AV cabling and terminations
- Provide a dust free environment for equipment delivery, storage and installation
- Provide cutting, patching and finish work related to base building changes required during AV installation
- Provide data/telecom cabling, outlets and service where required for AV use



-
- Provide acoustics, noise and vibration control design and construction
 - Provide AC power (which may require conditioning and/or isolated grounds) to AV device locations
 - Provide low voltage interfaces to the other new and existing peripheral systems such as lighting, projection screens, drapes, HVAC and other environmental devices
 - Coordinate and/or provide millwork and furniture that will receive AV equipment if provided by the owner outside the AV contract
 - Provide blocking and support for wall and ceiling-mounted AV racks and equipment
 - Provide projection screen installation (The AV integrator may provide the screen but require that it be installed by others)
 - Provide required lighting design and installations for AV spaces

+ Testing, Commissioning and Training

- Provide and test communications services such as T1/E1, ISDN, telephone, satellite or other communications links that interface with the AV systems
- Coordinate LAN-based H.323 videoconferencing gatekeepers and gateways used
- Coordinate IP addresses for any equipment on the LAN as needed
- Coordinate firewall configuration for LAN-based AV services if needed
- Facilitate schedules and owner personnel availability when connections to other existing AV systems is required
- Provide schedules of planned events and coordinate with commissioning schedule
- Coordinate and organize the end-users for system training
- Coordinate schedules and site access for the contractor when contracted directly to the owner

Reviewed and signed by: _____ Date: _____