# **AV System Acceptance Checkout List**

Facility:

Date of Checkout:

CMS Project #:

Warranty Start Date:

**General**

Equipment Inventory Complete

Wiring neat and to standard

As built prints available for review

Table/Desk/Lectern wiring to standard

Room environmental (AV related) completed

Millwork

Lighting

Walls

Window treatments

All Equipment Labeled

Data Sheets Complete & Posted

Level settings “dotted”

Staging and field performance results available for review

Peripheral equipment setup and connected

Source media available

Test equipment available

VTG 150 Pattern generator

SPL meter

Volt meter

PNG/Tone

All phone and data lines labeled.

**Video**

All video lines point to point tested

Routing in and outs confirmed.

Video sources ins and outputs confirmed.

Video display tested for all relevant frequencies using PC and VTG.

Videoconference calls completed. Send and Receive

**Audio**

All point to point 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 CMS spec

Confirm routes

Confirm component control and dialing

Confirm environmental controls

**Documentation**

Client Binders

All As-Built drawings provided

Equipment Inventory Spreadsheet

Control Program Disc (with all source code)

CMS Representative Client Name / Representative

Date Date

Engineering Manager Operations Team Leader

Date Date