PROJECT NAME

AV ROOM READINESS

ROOM READINESS DATE: TBD

ANTICIPATED VC SYSTEM “LIVE”: TBD + 6 WEEKS

This document provides a checklist for the condition of the AV videoconference room prior to delivery and installation of the videoconference system. The videoconference system is delivered after the rooms are "ready" to ensure a proper and secure installation of the systems.

1. All construction in the Conference Room complete, including:

- The room free of debris and clean.

- All walls complete with any fabric wall coverings or paint

- Ceilings complete and closed

- Floor finishes / carpet installed

- Movable partition wall installed

2. All electrical work related to the AV system complete, including:

- Installation of all conduit, floor boxes, junction boxes, wire ways, etc.

- All AV related low voltage cables installed

- All MIP and FIP boxes installed

- AV ceiling speakers installed

3. All videoconference and other ceiling lighting installed.

4. Lutron lighting dimmer systems installed, tested and operational. The low voltage AV interface installed and tested.

5. Motorized drapes installed and operational. All low voltage AV interfaces installed and tested.

6. All front projection screens installed and operational. All low voltage AV interfaces installed and tested.

7. The AV millwork housing the AV equipment, installed and complete.

8. The AV millwork document camera cart installed and complete.

9 All phone, modem, BRI, data and LAN connections live. The phone #’s for all lines to be labeled on each jack. A list of all phone #’s for all lines to be provided to CMS.

10. The dedicated PC is available for integration into the AV system.

11. The conference room table and chairs installed and complete.