

AV CONSTRUCTION KICKOFF MEETING AGENDA

Once the AV integrator is contracted for system installation, a construction/ installation kick-off meeting (sometimes called a pre-construction meeting) should be held to get everyone oriented to the project and the AV issues that will affect the construction process. This includes the general items of site access and administrative procedures as well as the AV-specific issues. This sample agenda contains a comprehensive list that would typically apply to larger projects, but all of these items should be considered for any size project.

- Project and Meeting Participant Introductions

- Project Goals and General Scope of Work for AV

Project Communications

- Relationship of AV integrator and General Contractor
- Shop Drawings and Submittal Procedures

Site Access

- Allowed work and access hours
- Access and sensitivity to nearby existing occupied owner spaces
- Parking
- Boundaries of the project
- Security clearances and ID badges
- Keys
- Temporary office space.

Deliveries and Storage

- Loading dock location
- Hoist/Elevator size and schedule
- Equipment and rack load-in pathways
- Onsite Storage
- Offsite storage - warehousing and bonding
- Union and trade organization agreements

Working at the Site

- Limitations on noise- and vibration-producing activities
- Other events at the site
 - Services/Utilities for site work
 - Toilets
 - Telephone/Office
 - Water
 - Heat
 - Electricity
 - Shutdown of Services Procedure
- Signage
- Housekeeping

Hazardous Materials at the Site

- Asbestos
- Lead
- PCB's
- Material Safety Data Sheet (MSDS)

Changes in the Work

- Requests for Information
- Change Order Requests
- Change Orders
- Known addenda or change orders to date

AV Coordination Issues During Construction

General Contractor

- Rough openings by GC for projection screens, loudspeakers, racks and other devices
- Items provided by AV integrator and installed by the GC
- Structural support being provided for AV devices such as projectors and loudspeakers
- AV-related furniture, casework and millwork construction, delivery and coordination
- Room and plate finish coordination
- Ceiling Installation schedule

Electrical

- Importance of backbox and floorbox locations
- Conduit, backbox and floor box installation schedule
- Special issues for AV-designated power outlets and junction boxes (TVSS, Isolated ground)
- Loudspeaker backboxes, floor boxes or other devices provided by AV integrator but installed by EC
- Power activation for AV systems
- Lighting systems fixtures, dimming and interface installation

Other Low Voltage Trades

- Data/telecom contractor scope and schedule (structured cabling installation, cable TV infrastructure and other related scopes of work)
- Cable coordination with other trades (pulling schedules, sharing of cable trays, patch bays, floor boxes, etc.)

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AV CONSTRUCTION KICKOFF MEETING AGENDA - CONTINUED

HVAC

- HVAC duct and device locations and install schedule

Contract Billing and Budget

- Processing of contract documents and pay requests
- Any potential budget/scope issues or changes

AV Contract Project Schedule

- Notice to Proceed Date
- Start Date
- Shop drawing submittals and approvals
- Cable pulling and other on site work
- Delivery of equipment to be installed by others
- Required receipt of Owner-Furnished Equipment (OFE) from owner
- AV equipment delivery and installation
- Preliminary test and checkout
- Substantial completion date
- Final commissioning and checkout
- User training
- Completion date
- First AV event date

Owner Issues

- OFE Delivery
- Owner data/telecom Issues
 - Ethernet connectivity, used for communications by control systems, video conference, projectors, and many other AV devices and systems
 - Subscription and activation of external and internal data/telecom services (PRI/BRI, T1/2/3, ISDN, analog)
 - Dial-up services, including ISDN, BRI/PRI, analog telco (a.k.a. POTS), primarily for conferencing use
 - IP addressing and subnet schemes
 - Network segmenting, routing, and VLAN/VPN schemes
 - Network services startup schedule
- Activation of electrical service and other utilities
- Activation of cable TV and satellite subscription services
- Communicate and monitor adherence to building/company standards and policies
- Provide access to existing building information in renovation/restoration projects
- End-User move-in and first use of the AV system

Future progress meetings

- Schedule and attendance

Facility Tour

- Tour existing facility

