

# AV PROVIDER SCOPE OF WORK CHECKLIST

This checklist provides some typical scope of work items that may be included on many AV design and installation projects. This list includes items in either a consultant contract under a design-bid-build process or a design-build contract with an integrator. A few items only apply to one process.

Note that this checklist is just that — a reminder to address items that may apply to a particular project. All items may not apply, and there may be other items that are desirable or required for a particular project. More text should be provided for the items to fully describe their meaning in a proposal or contract. This list is not intended to be used as a contract template, but is merely a guide to its potential structure. Any proposal or contract should be reviewed by a qualified attorney before signing.

Items in dark gray could apply to either an AV Consultant or an AV Integrator under either process.

Items in dark blue apply only to an AV Consultant under a design-bid-build process.

Items in red apply only to an AV Integrator under a design-build process.

Provide a project summary, including information about the overall project and specific spaces to be addressed for AV, if needed for clarification.

## AV System Programming Services

- Prepare preliminary program questions
- Conduct an AV Program Meeting
- Prepare an initial AV Program Report
- Prepare preliminary opinion of probable costs for the AV systems
- Conduct an AV Program Review Meeting
- Modify the Program Document if required
- Attend (X) additional meetings

## Schematic Design Phase

- Attend (X) coordination meetings
- Provide space planning assistance pertaining to special AV spaces to address room orientations, furniture layouts, image sizes and sightlines
- Provide preliminary input to the design team concerning AV-related acoustical and lighting criteria and design
- Review and comment on schematic phase drawings for AV related infrastructure issues
- Assist with preliminary base building infrastructure budgets

## Design Development (DD) Phase

- Attend (X) coordination meetings
- Refine preliminary equipment layout sketches to address sightlines, projection throw distances, equipment locations and general presentation orientations.
- Provide additional input to the design team concerning AV-related infrastructure including:
  - Cooling requirements for AV equipment
  - Power and grounding requirements
  - Data/telecom requirements
  - AV-related millwork
  - Room acoustics and noise control designs
  - Lighting designs
- Provide AV signal conduit and backbox layouts for AV systems
- Perform a general review of the design team drawings and specifications to address coordination issues related to AV infrastructure requirements.
- Assist with preliminary base building infrastructure budgets

## Base Building Construction Documents (CD) Phase

- Attend (X) coordination meetings
- Provide final input and coordination to the design team concerning AV-related infrastructure including:
  - AV-related millwork
  - Power and grounding for AV equipment
  - Data/telecom requirements
  - Room acoustics and noise control designs
  - Lighting designs
- Provide final AV signal conduit and backbox layouts for AV systems
- Perform a general review of the design team drawings and specifications to address coordination issues related to AV infrastructure requirements.

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# AV PROVIDER SCOPE OF WORK CHECKLIST - CONTINUED

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## AV System Construction Documents

### Phase

(Note any scheduling issues such as the issuance of the AV system design package after base building construction documents are complete, if applicable.

These scope items may fall under the Base Building CD Phase on some projects)

- Provide ongoing coordination and review with the design team
- Prepare AV System designs in accordance with the approved AV Program Report and provide to owner team for review
- Prepare a final detailed opinion of probable cost including an AV equipment list
- Attend (X) coordination meetings
- Provide (X) copies of final specifications and drawings for the AV systems for solicitation of bids from qualified AV system contractors.
- Provide (X) copies of final AV system design drawings for the AV systems to the owner before installation

## AV System Bidding Phase Services

- Establish a list of recommended pre-qualified bidders
- Evaluate potential bidders suggested by the Owner
- Coordinate the issuance specifications and drawings to bidders with the project team
- Conduct a pre-bid meeting.
- Conduct a site tour (if applicable)
- Review and comment on questions and requests for information during bidding
- Prepare input for document addenda, if required.
- Review bids and make recommendations for award
- Conduct integrator interviews

## Construction Phase

- Attend (X) construction meetings
- Conduct one meeting with the electrical contractor to review the AV conduit and power requirements for the project prior to installation.
- Provide on-going coordination regarding AV related base building elements.
- Make up to (X) site visits at key milestones in the construction process to monitor AV infrastructure installation
- Review and comment on requests for information.
- Review and comment on change order requests.
- Review AV integrator submittals
- Provide detailed AV installation schedule to installation team
- Provide (X) copies of final as-built documentation at completion of AV system installation

## AV System Commissioning & Training

- Review the AV integrator's system test reports.
- Perform a preliminary checkout of the prototypical AV systems, if applicable.
- Perform a final checkout of all AV systems and prepare punch lists.
- Conduct tests and provide final alignment of the AV Systems
- Conduct (X) training sessions with the technicians and end-users
- Provide recommendation of final acceptance of the AV systems at completion

## Warranty Phase

- Provide warranty service for (X) months after substantial completion
- Provide (X) preventive maintenance visits to the site

## Potential Additional Services

- Attend additional meetings
- Revise the approved AV program report and/or system budgets based on changes requested by the Owner after program approval.
- Revise AV conduit after 100% Base Building Construction Documents, based on Owner or Client-requested design changes.
- Provide design services for additional AV systems
- Provide installation services for additional AV systems
- Provide extended service period on equipment

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