

DESIGN PHASE INFRASTRUCTURE COORDINATION CHECKLIST

During the design phase, there are a number of coordination issues to be addressed between the AV designer and the base building design team. The major items are listed in this checklist.

Architectural Construction, Space Planning and Interiors

- Develop seating layouts and room orientations
- Develop furniture layouts
- Provide display types, sizes and locations
- Recommend room finishes
- Perform sight line studies
- Provide acoustics and noise control recommendations
- Develop AV-related millwork details
- Provide assistance with anticipated AV-related infrastructure costs

Provide architectural integration details for:

- Projection screen installation
- Loudspeaker mounting
- Structural mounts for displays and other devices including loads
- AV integration into furniture
- Wall-mounted racks, monitors and other devices

HVAC

- Provide head loads from AV equipment
- Coordinate duct runs and terminal device locations
- Provide noise criteria for AV spaces

Electrical, Lighting and Data Telecom

- Convey conduit and backbox type, quantity and locations
- Provide power requirements and power grounding details
- Provide lighting layouts and/or criteria for AV spaces
- Provide data/telecom requirements for AV

Administrative Coordination

- Develop anticipated AV system costs
- Provide AV design and installation schedule

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