

Final AV System Record Documentation Package Checklist

At the end of the project, the items in this checklist are typically provided to the owner and end-users. The number of copies and the distribution should be determined in the contract. See the related Shop and As-Built Drawing Components Checklist for a more detailed list of the as-built drawing components.

The final project documentation package should include the following.

As-built drawings, with final corrections, additions and field-verified information in the following formats:

- Full size paper
 - Half size paper
 - Electronic DWG
 - Electronic PDF
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- One-line system navigation drawing for larger or more complex projects
 - Reduced as-built drawing sheets for use at equipment racks

Schedule & documentation of all physical system settings and adjustments including:

- Signal gain settings
 - DSP and other software settings
 - Codec settings
 - Projector settings
 - List of all static IP and telephone numbers
 - Telephone and ISDN numbers
 - All programming and equipment setting files on CD-ROM including current versions of manufacturer's editing and loading software.
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- Test reports in paper and electronic formats.
 - Manufacturers' users guides and manuals, alphabetized, bound in 3-ring binders with index. Include CD-ROM of any electronically available manuals.
 - Excel spreadsheet of all equipment provided with all options and serial numbers noted.

System-specific custom operation guides including basic setup and operational procedures:

- Laminated "Flash-card" style instructions for all basic system operations (e.g., playing a DVD, connecting a computer for display, volume and other audio settings, etc.).
- Basic troubleshooting guide in case of system malfunction, including common user errors and equipment failures
- List of consumable spare parts (lamps, filters, etc.)
- Key schedule with three duplicates of each key required for operation of the systems.
- Description of recommended service needs and intervals

Warranty statement, including:

- System warranty start date, conditions, and term
- Summary of manufacturers' warranty coverage
- Description of extended warranties and service plans as purchased with the system

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