

# SITE READINESS AND SECURITY CHECKLIST

Before delivery of AV equipment and racks for field installation, the items in this checklist must be completed to provide an acceptable environment for installation of the AV systems on site.

## Hazardous conditions

- All water piping completely installed and tested (supply, HVAC, drains, fire protection, etc.)
- Dirt and dirt sources removed. AV-rooms at least "broom-clean".
- Dust and dust sources removed. HVAC running with filters in place.

## Major construction activities completed, especially activities that may create physical damage to equipment or racks such as:

- Overhead work that may cause debris or dust
- Chemical work such as concrete cleaning and finishing
- Welding
- Grinding
- Activities that may cause excessive vibration
- Site occupational safety procedures in place and enforced

## Security

AV areas established and secure for

- Equipment, rack and tool storage
- Staging and work area for final assembly work on racks or in furniture and millwork
- Equipment installation areas that are not yet turned over to the owner
- Keys provided to AV integrator with limited distribution
- Awareness and/or required training obtained for building and/or company security policies
- Security badges and clearances obtained for all on-site personnel
- Corporate Privacy or Government Security non-disclosure agreements properly executed

## Infrastructure

- All required AV conduit in place
- AV field cabling pulls complete
- All AV-related AC power wiring in place.
- AC power on, tested and reliable
- Screen rough-in and other physical preparations for AV verified
- Floor box and backbox locations verified
- Owner Furnished Equipment (OFE) provided
- All owner supplied millwork and furniture available
- System interfaces by others installed (lighting, screens, motorized drapes, other)
- Cabling by others in place (data/telecom, cable TV)
- Lighting installed and available for use in AV spaces

## Physical Environment

- Humidity and temperature properly controlled by HVAC
- Floor finish installation complete
- Ceiling work complete except for minor punch list items. Ceiling tile in place in lay-in ceilings
- Wall construction complete and finishes installed (paint, wallpaper, fabric, acoustical panels, etc.)
- Structural backboards and other AV mounting infrastructure installed and verified
- Load-in path for racks and equipment established and verified

To learn more about the CTS® credential and to find a professional near you, visit [www.ctsforav.com](http://www.ctsforav.com)

© 2005 InfoComm International® excerpt from *Audiovisual Best Practices*

