

# Substantial Completion Checklist

For the system to be substantially complete, almost everything must be installed and tested with preliminary record documentation available. This list contains the broad items that should be considered before declaring substantial completion and beginning the commissioning process.

## Infrastructure and Related Systems:

- All AV rough-in and infrastructure in place
- Interfaces with other systems (lighting, drapes, screens, operable walls, etc.) complete and operational
- Communications services are installed and working (Ethernet, IP addressing, ISDN, telephone, and others)
- AV-related millwork and furnishings provided and integrated
- Operable walls for divisible rooms installed and adjusted
- Cable TV system installed and operational

## Systems:

- All new AV equipment delivered and installed
- All AV OFE delivered and installed
- Initial control software uploaded, debugged and operation verified
- All DSP and other AV software programming and preliminary testing complete
- Preliminary testing and troubleshooting of signal paths for all video and audio systems
- Initial setup and alignment of video displays complete
- Initial setup and testing of all audio systems
- Programming and preliminary testing of conferencing systems
- All wireless devices tested and operational (microphones, control system devices, network devices)

## General and Administrative:

- Major punch list items addressed
- Any known outstanding punch list items identified
- Marked-up shop drawings or preliminary as-built documentation on site

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