



Deakin eSolutions (Information Technology Services Division)

ICT Volume 2: Audio Visual Standards

ICT 2.4 2013 AV Signoff and Commissioning Checklists

Audio Visual and Networks Unit

Document Version 1.5 *Final*

Abstract

This document defines checklists for all audiovisual installations. These need to be completed by a Deakin eSolutions (ITSD) representative. The documents work in tandem with the technical and design standards documents for audio visual areas including lecture theatres, teaching spaces and meeting rooms.

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Document Control

Document Title	ICT 2.4 2013 AV Signoff and Commissioning Checklists
Version	1.5 2013
Document (Information) Classification	Public
Distribution (Access) List	Public
Electronic reference	\\cifs-f\div-its\OSP\AV-and-Networks-Unit\General\AV\Technical & Design Standards\Current Standards - 2013\2.4 AV Signoff and Commissioning Checklists v1.5.docx

Document History

Ver.	Primary Author(s)	Description of Version	Date Completed
0.9	Tim Clark/Simon Mills	Draft Version	28/05/2009
1.0	Tim Clark	New Version	26/06/2009
1.2	Tim Clark	Update	27/07/2009
1.3	Umow Lai (Peter Kielan)	Update	10/01/2011
1.4	Kathy Reid	Quality assurance; put document into new template; minor typographical corrections	07/03/2011
1.5	Neil Clarke	Checklists removed as Resources	07/01/2013

ICT Volume 2: Audio Visual Standards

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ICT 2.0 Addenda and Updates

ICT 2.1 Room Standards

ICT 2.2 Technical Design Standards

ICT 2.3 Videoconferencing Standards

ICT 2.4 Signoff and Commissioning Checklists

ICT 2.5 AMX Programming Standards

ICT 2.6 Detailed Design Specifications

ICT 2.7 Design Calculators, Tools and Resources

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1 Standards Brief & Policy

This standards document, and the collection of standards to which it belongs, is aimed at providing clear guidance to contractors and staff engaged to undertake audio visual works in University teaching spaces and meeting rooms. The objectives of the standards documents are to ensure consistent interpretation of technical requirements, and consistent delivery of functioning and maintainable spaces.

This document should be used when implementing refurbishments or any new work for audio visual installations throughout the University. This document defines the standards that shall apply to commissioning and handover of spaces that have been fitted out or refurbished with audio visual equipment.

1.1 Standards Document Access

All Deakin University and contracted personnel are provided access to this document.

Designers, installers and contractors must ensure they have the most current version of all standards prior to engaging in any work.

The most recent version of the Standards can be found on the internet at:

<http://www.deakin.edu.au/ict/standards/active.php>

and the most recent version of all associated Resources are available at:

<http://www.deakin.edu.au/ict/standards/resources.php>

1.2 Related Documents

Many aspects of the system design requirements are specified in other companion documents within Volume 2 of the Deakin ICT Standards. All documents within Volume 2 must be read together to constitute the complete Standard.

In addition, *2.0 Addenda and Updates* must also be read in conjunction with this document, it contains important incremental updates and additional information.

1.3 Conflict of Information or Clarification

Whenever a conflict of information occurs or clarification of instruction is required all queries shall be made to the **DeS AV and Networking Unit Leader**.

1.4 Non-standard configurations

All non-standard implementations ***must*** be approved in writing by the **DeS AV and Networks Unit Leader** strictly on a case-by-case basis.

1.5 Document currency

The AV Signoff and Commissioning Checklists apply immediately they are published at the urls set out below, and immediately supersede earlier versions.

2 AV Signoff and Commissioning Checklists

The AV Signoff and Commissioning Checklists must be completed, in the case of:

- **Custom Solution Approval and Waiver Form**
Prior to release of Tenders, commencement of procurement, or commencement of any works;
- **Commissioning, Exemptions and Defects Checklists**
During the commissioning process, and before the room/s are put into operation, i.e. *before* end-users are allowed physical access to the space/s and *before* they are listed in any booking systems.

These forms must be completed by a Deakin eSolutions (DeS) representative and signed-off by the **DeS AV and Networks Unit Leader**.

The AV Signoff and Commissioning Checklists are published at the following urls:

2.1 Custom solution justification, specification, approval and waiver form

<http://www.deakin.edu.au/ict/docs/resources/Resource 2.7.1 AV Custom Approval Form.docx>

2.2 Commissioning, Exemptions and Defects Checklists

All are available as *ICT Resources 2.4.x* which may all be found at:

<http://www.deakin.edu.au/ict/standards/resources.php>

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