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| Technical Maintenance | | | | | Task: | Audio / Video System | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **NOTE**: The electrical equipment is delicately constructed and it is necessary to be extra careful while dismantling and assembling components.  All Sound Equipment   * Carefully clean the outside of the equipment with a handheld vacuum or soft cloth. * Perform a general electrical check; inspect for loose, damaged, or overheated cables and plugs. * With power on, check the condition and function of all switches and controls. * Inspect the microphones for damage and wear; pay close attention to wired connections. * Listen for crackling from the speaker system. * Replace batteries for the wireless microphones annually. * Clean the battery contacts on the wireless microphones with an eraser.   Microphone Stands   * Verify that the stands adjust easily and that the microphone brackets are not loose.   Performance Test   * With the sound level high, listen for crackling or distortion from the loudspeaker system. * Verify that each speaker is working. * Verify that all microphones work.   Telephone System   * Clean the body of the telephone with a soft duster. * Check for loose or damaged wires and components. * Check that all cables are clearly identified. * Verify that the phone tie-in is working correctly (if applicable). * Check that the sound quality is clear when making and receiving phone calls. * Verify that the voice message is current with correct meeting times.   **Television/Monitor**   * Clean television/monitor screens and frame with an anti-static cloth and LCD monitor cleaner. * Dust television frame and mounting brackets behind television with antistatic duster where dust collects. * Check for loose, damaged, or overheated wires. * Ensure mounting brackets are secure.   **Video Projector**   * With a ladder, vacuum out the projector filters and change bulb when necessary. * Clean the body of projector with antistatic duster. * Clean the lens with lens paper and lens cleaner. * Power on projector to test functionality. * Check for loose, damaged, or overheated wires. * Verify that the projector mounting is secure.   **Motorized Projector Screen**   * Verify that the screen lowers to proper viewing height and returns completely to its storage area. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |