Project “Final” Installation Checklist

Company Name	Checklist Name	Date Created	Revision Number
	Final Installation		v1.0

Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)

Per Project

Checklist Description

This is a list of all project “Final” installation elements, to determine when “Final” stage is complete.

Who's Involved		When is the checklist needed?
Name	**Department or Function**	**Example: Phase completion, proposal created, etc.**
Misc Technician	Production Department “Final” Technician	When “Final” stage is believed to be complete by technician(s).
Project’s PM	Project Manager	

What are the items?				PM Sign-Offs - If item is complete, sign-off. If NOT complete, notate why at bottom of page.		
Item	**Completed**	**Tech**	**Date**	**PM - Round 1**	**PM - Round 2**	**PM - Round 3**
GENERAL	(Check Box)	(Tech Initials)		(PM Initials)	(PM Initials)	(PM Initials)
G.1 - Equipment and cabling is labeled within 1” of end termination following engineering. [device type]-[room number]-[device letter] Example: WAP-101-A						
G.2 - Panels have DE stickers, inside of panels are clean and wiped down free of dust. Use Vacuum and brush attachment!						
G.3 - Hand-held remotes are saved and left on-site in rack drawer. If no drawer, in a bag in control room.						
G.4 - A fresh UNUSED bottle of screen cleaner should be left in every rack drawer. If no drawer, on a rack shelf accessible from the front of rack.						
G.5 - System info flash drive (with system data, prints, manuals, etc) should be left in rack drawer.						
G.6 - Auto firmware/software update features are disabled specifically on the following device types: All Control, TV, AVR, Projector.						
RACKS/ROOMS						
R.1 - Cabling is combed – all cabling on cable trays, from walls to racks, inside of racks. No cabling is crossed up in bundles – no exceptions.						
R.2 - All cabling labeled within 1” of end termination – labels should include the output or input and zone.						
R.3 - Power cabling to racks is bundled separately than AV cabling. Power bundles can be strapped (piggy backed) to AV harness to racks on short runs.						
R.4 - Devices and appliances are labeled with BLACK or WHITE label tape to match the device color. White labels are NOT used on a black device!						
R.5 - Rack drawer is labeled with BLACK label tape with white text and filled with all remotes, flash drive, spare modules such as SFP or surge, etc.						
R.6 - Every I.R. emitter is applied with HOT GLUE and emitter wires are taped back and hidden with black gaffer tape.						
R.7 - When a rack has multiple of the same device type such as cable receivers or Apple TVs, rubber I.R. emitter hoods must be used - NOT TAPE!						
R.8 - D.E. logo plate is installed at top of all racks.						
R.9 - Racks are fully dust free and vacuumed, all finger prints have been removed from black surfaces.						
VIDEO						
V.1 - TVs are installed, wired correctly - control wires, power, network, surge, etc.						
V.2 - TVs are fully configured - IP control, friendly name, time, date, display settings, etc.						
V.3 - TVs are level - use minimum 24” bubble level.						
V.4 - TVs are wiped down and clean of all finger prints using a new and uncontaminated rag.						
V.5 - Blu-ray players are set up correctly - networked, display, etc.						
V.6 - Cable/sat receivers are fully configured - friendly names set, resolution settings, etc.						
V.7 - Cable/sat receivers are getting correct programming - PPV channels, HD channels, etc.						
V.8 - Projector is installed and fully configured - all settings for screen sizes, multiple aspect ratios, triggers, etc.						
V.9 - Streaming devices are fully configured - wired networked, accounts authenticated, friendly name, audio/video settings, etc.						
V.10 - Distributed video extension to displays is tested, using a temporary source device if needed.						
V.11 - Every exterior TV and source device metallic connection/termination has die electric grease applied, even unused ports.						
AUDIO						
A.1 - Interior speakers zones are checked - left and right channels confirmed.						
A.2 - Streaming music server tested using temporary test account login(s).						
A.3 - Gains on amps are set individually for every zone - upper limits should be set at the amp’s output, not in the audio matrix or music streamer!						
A.4 - Exterior speakers are installed and configured correctly - make sure 70v systems are wired and set up correctly with taps set and proper voltages.						
A.5 - Surround processors are set up correctly - room calibrated, inputs labeled, CEC disabled, speaker sizes/distances, subwoofer level, etc.						
A.6 - Every exterior speaker metallic connection/termination has die electric grease applied. Unused wires are greased and capped.						
NETWORK						
N.1 - Incoming ISP services are active. Modem is online and configured correctly such as bridge mode, DMZ, etc. CXI contacted and verified all metrics in spec.						
N.2 - Network cabling is labeled/terminated and tested point to point. Permanent link CAT and fiber runs are certified if contract specifies.						
N.1 - Router is fully configured following engineering						
N.3 - WAPs are installed, fully configured, and wireless system is functioning correctly.						
N.4 - Every exterior WAP/switch metallic connection/termination has die electric grease applied, even unused ports!						
N.5 - IP table is completed fully and saved in Microsoft Teams - this includes MACs, IPs, SNs, logins, account credentials, locations, etc.						
N.6 - OvrC, Bluebolt, RDM, and other monitoring services fully configured with all devices and ports labeled.						
N.7 - Remote access rack PC is installed and remote connection is verified.						
POWER						
P.1 - MAC addresses and service tags for PDU devices are documented. (See N.4)						
P.2 - Devices plugged into outlets are documented and tested. (See N.4)						
P.3 - Confirm locations of all PDUs and UPSs. (See N.4)						
TELEPHONE						
T.1 - Incoming service is active from the phone line service provider.						
T.2 - Correct lines are routed to the phone system, elevator, security system, fire alarm, etc.						
T.3 - Phone system can make and receive calls from outside lines.						
T.4 - Phone lines to gates are installed and tested - gates are calling into phone system, phone system can answer and open gates.						
T.5 - Extensions to rooms are working and jacks have been tested at rooms.						
T.6 - Call boxes and gates labeled correctly in programming.						
T.7 - Phones that include displays have proper labels.						
T.8 - Cordless phones are tested and coverage is acceptable.						
T.9 - Elevator phone line is tested.						
T.10 - Fire and security lines must have line seizure.						
CAMERAS						
C.1 - Cameras are installed, configured, aimed, zoom set, focused, and are functioning correctly.						
C.2 - PTZ cameras are fully configured including home point, waypoints, touring, motion follow, etc. - per contract and customer preference.						
C.3 - NVR is installed, fully configured, and functioning correctly - local date/time, resolutions, frame rates, cameras labeled, licensing, motion zones, etc.						
C.4 - Cameras are visible from an outside source - cloud access configured in NVR, added to control system, etc.						
C.5 - Every exterior camera metallic connection/termination has die electric grease applied, even unused ports! Unused cables are greased and capped.						
C.6 - NVR configuration file is saved and backed up to Microsoft Teams.						
LIGHTING						
L.1 - Processor is installed and wired per engineering specifications.						
L.2 - Return loops are separated from feeds and wire nutted to protect from shorts. Return at last keypad is labeled and NOT connected.						
L.3 - Modules are installed and addressed.						
L.4 - Panel interfaces (MI links, Cain blocks, etc.) are installed and addressed. Sequential panel labeling should start with #1, NOT #0.						
L.5 - Keypads are installed and power up.						
L.6 - Keypads are engraved, or temporary engravings have been installed.						
L.7 - Button presses match the engravings.						
L.8 - Cycle dim features are functioning correctly.						
L.9 - Fix list is created of any loads not working correctly (lights not coming on, flickering, lights not dimming correctly, etc.) Fix list given to electrician if needed.						
L.10 - Exterior and landscape lighting works and is aimed correctly.						
INTEGRATION						
I.1 - Interfaces are installed and wired correctly - lighting, security, HVAC, cameras, pool.						

Project Manager Sign-Off Notes and Corrections - ROUND 1

Item ID	PM Notes (Changes or Corrections Needed Before PM Sign-Off)	PM Name	Date

Project Manager Sign-Off Notes and Corrections - ROUND 2

Item ID	PM Notes (Changes or Corrections Needed Before PM Sign-Off)	PM Name	Date

Project Manager Sign-Off Notes and Corrections - ROUND 3

Item ID	PM Notes (Changes or Corrections Needed Before PM Sign-Off)	PM Name	Date

Who does the process transfer to next?

Name	Department or Function	Milestone
	Programming Manager	All processes above completed, dated, and signed, by both technician and PM.
Project’s PM	Project Manager	

Project Manager Final Sign-Off and Certification

By signing below, the Project Manager certifies that all checklist items are completed fully to the best of their knowledge, and all correctional revisions have been completed by the Final Technicians to the best of their abilities.

Signature	Name	Date