Project "Trim" Installation Checklist						
Company Name	Checklist Name	Date Created	Revision Number			
	Trim Installation		v1.0			

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

Per Project

Checklist Description

This is a list of all project "Trim" installation elements, to determine when the "Trim" 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 "Trim" Technician	When "Trim" 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.		
ltem	Completed	Tech	Date	PM - Round 1	PM - Round 2	PM - Round 3
GENERAL	(Check Box)	(Tech Initials)		(PM Initials)	(PM Initials)	(PM Initials)
1 - Plans match device locations in field.						
2 - Device locations are trimmed out and keystone jack layout is correct per templates.						
3 - All plates are level – use torpedo level on all plates.						
4 - Verified keypad loops have no shorts, and return loops are terminated.						
5 - Structured panels are trimmed out and protected.						
6 - Speakers are installed - no handprints or marks on speaker grills and ceilings - use gloves and magic easer if needed.						
7 - Device locations are trimmed out or blank plated – so we will pass inspection if needed.						
8 - Final walkthrough of entire site complete and all areas clean, vacuumed, with excess materials removed.						
9 - Invisible speakers tested again after mud-in with amplifier and audio source to verify function and sound quality.						

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

Who does the process transfer to next?					
Name	Department or Function	Milestone			
Misc Technician	Final Technician	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			
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