

Checklist Template			
Company Name	Checklist Name	Date Created	Revision Number
One Touch Automation	Execute Rough-in	5/14/2024	V2
Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)			
Phase Based			
Checklist Description			
Who's Involved		When is the checklist needed?	
Name	Department or Function	Example: Phase completion, proposal created, etc.	
Tech	Production	At the start of the Rough-In phase	
PM	Job Assigned PM		
What are the items?			
Item		Completed By	Date
JOB PREP			
Review contract for scope of work			
Ensure you have appropriate documentation in hand before start of phase. (wire chart, tv elevations, floor plans, camera placements, lighting layouts, etc)			
Gather necessary wiring for Rough-In			
Gather miscellaneous parts (Rough-in boxes, carlon tube, stapes, stud guards, tape, markers, etc)			
Pull Rough-in equipment from Staging, load into vehicle			
Check out any product from Staging in Tracknicity			
START / IN PROGRESS		Completed By	Date
Locate and hang all LV boxes, speaker rings, James speakers			
Plan main trunk line and drill top plates prior to running wire			
Place boxes and label wires prior to pulling to Mech Room			
Pull all wire from locations back to mechanical. (Review runs along the way to maximize the pulls)			
Tack wires 6" from wall box and 6" from top plate (like electricians do with their romex)			
If wire is not at least 1 3/4" back from face of stud, install stud guard to protect wire			
Wall Boxes - Once landed in the LV boxes, carefully coil and push to back of box in preparation for drywall			
TV Boxes - Review TV elevations documentation to determine what height boxes are to be set			
Reframe for TV backboxes by adding horizontal supports to top and bottom of box, as needed			
Add blocking for all projector installations to allow mount to secure to after drywall			
END OF DAY		Completed By	Date
Post project notes from the day to Slack channel for the job.			
Add photos for notes in thread of slack message			
Update Project ToDo list for the project			
GENERAL GUIDELINES - STRUCTURED WIRING			
All wiring at Wall plate locations should be ran 18" out of box to give room to trim out wires and to have extra.			N/A
All Lutron keypad locations should have 12" of wire coming out of the box			N/A
All Home Runs should be labeled with proper wire tag (wire use, location and wire #) (i.e. WAP-101-1)			N/A
All RG-6 coax ran to 4x4 plywood sheet hole where Comcast can install their splitter			N/A
All Cat6, Audio, Control Wiring should be ran to DEB48 Panel.			N/A
All wiring to be ran according to wire checklist unless substitution/alteration is approved by the project lead.			N/A
For security, All wiring should be ran to Structured Wiring Panel. Leave at least 18" of wire at device location for trim out. Leave at least 3' extra wire at panel location for trim out. Label Each Wire with Device Location and Type (i.e. Master Bed Glass Break) at Panel Location.			N/A
Attic trunklines should be tacked up and off the attic joists. This prevents potential trip hazards in the future.			N/A

GENERAL GUIDELINES - WALLBOX						
If the outlet is marked low on the wall, match the electrician's wall box height. It is important to measure the closest box and match it (not just one - who knows if the electrician measured the same each time)					N/A	
In Bedrooms - Typical Wall Mounted TV Outlets are placed at 72" to the top of box.					N/A	
In Rooms where the typical location for watching will be on the couch, 48" - 60" depending on the room.					N/A	
Above Fireplace - Typically 24" above Top of Mantel.					N/A	
If box is on an interior wall - use backless boxes.					N/A	
If box is on an exterior wall - use backed boxes.					N/A	
CABLE PACKAGE OVERVIEWS						
PACKAGE NAME		CABLING INCLUDED				
COMBO	RG-6	CAT6				
	QTY: 1	QTY: 1				
DAVP	RG-6	CAT6	CAT6	MMF SIMESE		
	QTY: 1	QTY: 1	QTY: 1	QTY: 1		
FUTURE PROOF TV OUTLET	RG-6	CAT6	CAT6	CAT6A SHIELDED	MMF SIMESE	
	QTY: 1	QTY: 1	QTY: 1	QTY: 1	QTY: 1	
PROJECTOR PRE-WIRE*	CAT6	CAT6	CAT6A SHIELDED	HDMI CABLE	CARLON TUBE	
	QTY: 1	QTY: 1	QTY: 1	QTY: 1	QTY: 1	
*NOTE: CAT6 GRAY Can be used to connect to the back of a TV. Some ISP use the ethernet connection to distribute video to their boxes - ATT. We can also utilize the Cat6 for a HDMI Extender with Control.						
WHA 16ga*	16/4 WHITE	16/2 WHITE				
	QTY: 1	QTY: 1				
*NOTE: Run 16/4 to closest speaker to homerun, then run 16/2 jumper from speaker to speaker						
WHA 14ga*	14/4 WHITE	14/2 WHITE				
	QTY: 1	QTY: 1				
*NOTE: Run 14/4 to closest speaker to homerun, then run 14/2 jumper from speaker to speaker						
SURROUND W/ PASSIVE SUB*	14/2 BLACK	14/4 BLACK				
	QTY: 5-8	QTY: 1				
*NOTE: Homerun 14/2 Black from DEB to each speaker. If dual subwoofers are installed, run a 14/4 Black with a 14/2 going from first subwoofer to next subwoofer.						
SURROUND W/ POWER SUB*	14/2 BLACK	RG-6 BC				
	QTY: 5-7	QTY: 1-2				
*NOTE: Homerun 14/2 Black from DEB to each speaker. If dual subwoofers are installed, run a RG-6 Black to each location						
DATA	CAT6					
	QTY: 1					
DUAL DATA	CAT6					
	QTY: 2					
PHONE	CAT6					
	QTY: 1					
WAP	CAT6					
	QTY: 1					
TOUCH PANEL	CAT6					
	QTY: 1					

IP CAMERA	CAT6		
	QTY: 1		
DOORBELL/DOORSTATION	CAT6	18/4	
	QTY: 1	QTY: 1	
DEMARK	RG-6	CAT6	SMF SIMESE
	QTY: 1	QTY: 1	QTY: 1
<i>*NOTE: Run out the side of house where the Electrical Feed Comes in. The Cable Company utilizes the Electrical Grounding Rod to ground their feed. Place in Weatherproof Box to protect the line and to make side of house look good if wires are not used.</i>			
SECURITY - KEYPADS / WIRELESS RECEIVERS	22/4		
	QTY: 1		
<i>*NOTE: Top of Box at 60". If you we cannot center with a box, zig zag wiring above light switches so keypad can be mounted centered. Keypads are installed 60" Above Finished Floor to the top of the keypad.</i>			
SECURITY - DOOR CONTACTS	22/4		
	QTY: 1		
<i>*NOTE: The wiring should be drilled out of Jamb side of door with 3/4" hole. When you leave pre-wire, the wire should be stubbed out so it is ready for the door to be installed.</i>			
SECURITY - WINDOW CONTACTS	22/4		
	QTY: 1		
<i>*NOTE: Drill either side of 2x4 holding the side of the window - 6" above bottom of window seal. We typically use surface mount contacts to avoid voiding the window warranty.</i>			
SECURITY - GLASS BREAKS	22/4		
	QTY: 1		
<i>*NOTE: GB's must be centered in window. If you have cut a 2x4 to get it centered, do it. If there is a floor joist in the way, use a nail and we will install a surface mount glass break. Use Blue Box</i>			
SECURITY - MOTION DETECTORS	22/4		
	QTY: 1		
<i>*NOTE: Nail Motion Detector Wiring out of Corner and wrap nail with wire, make sure there is enough slack inside wall in case the wire is damaged by the drywall so we can pull it out and use the good wire.</i>			
SECURITY - WATER SENSORS	22/4		
	QTY: 1		
<i>*NOTE: Sump pits, Ejector pits, mechanical rooms</i>			
SECURITY - SMOKE DETECTORS	18/4		
	QTY: 1		
<i>*NOTE: Run Red 18/6 Fire Wire. Home Run the first Smoke Detector in line and then go from smoke to smoke until you come to the last one. Once at last one, home run the end of line too. Must Place Smokes at Highest Point in each room at least 3' away from any HVAC Vent, 10' from Bathroom entrances. Install a blue box for the detector.</i>			
SECURITY - HEAT DETECTORS	18/4		
	QTY: 1		
<i>*NOTE: Run Red 18/4 Fire Wire. Home run the wire for the detector. Install a blue box for the detector.</i>			
SECURITY - GAS DETECTORS	22/4		
	QTY: 1		
<i>*NOTE: Place Box 12" from ceiling to top of box. Use Blue Box</i>			
SECURITY - SIREN/SPEAKERS	22/4		
	QTY: 1		
<i>*NOTE: 1G ring, installed at outlet height, typically in bedroom hallways</i>			



SECURITY - CELL RADIO	CAT6	16/4	
	QTY: 1	QTY: 1	
<i>*NOTE: Generally installed in the 2nd Floor closet or Attic</i>			
GARAGE DOOR CONTROL	CAT6	22/4	
	QTY: 1	QTY: 1	
<i>*NOTE: CAT6 runs to operator (motor), 22/4 runs to the door for contact. At operator, install Blue box and land CAT6. If sidemount operator, land control and 22/4 in same box</i>			
Who does the process transfer to next?			
Name	Department or Function		Milestone
Project Manager	Project Manager		Rough-In Complete