

Checklist Template			
Company Name	Checklist Name	Date Created	Revision Number
One Touch Automation	Execute Trim	6/12/24	V1
Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)			
Checklist Description			
Who's Involved		When is the checklist needed?	
Name	Department or Function	Example: Phase completion, proposal created, etc.	
Technician	Technician	During Trim	
What are the items?			
Item			Completed
General Items			
Review contract and/or task list for scope of work			
At end of day, post updates to appropriate slack channel and update todo list			
Headend Wiring			
Plan trunk route from ceiling to DEB panel			
With plan in mind, trim excess wire. Leave length enough to add service loop to ceiling and then route into DEB panel			
Carefully relabel wires as you are trimming. If you can't read the label, dont trim the wire yet. Process of elimination will help.			
WAPs			
Determine proper placement of mounting plate to cover hole from wire			
Secure mounting plate with drywall anchors			
If not completed, label boxes and post pictures of MAC addresses to client slack noting location for future programming			
Cameras			
If not completed, label boxes and post pictures of MAC addresses to client slack noting location for future programming			
If pre-configured, sign into Protect app for aiming during install			
Mount cameras based on camera location documentation			
After mounting, perform a rough aim of camera if not able to do live			
Remove plastic from camera lens			
TV Backboxes			
Terminate keystones with correct keystone color			
Label wires with label maker 1" from connector			
Zip tie wires to box leaving 18" of cable in the box			
Push remaining cabling in the wall for future service loop			
Vacuum debris from back box			
Install trim kit of backbox (if applicable)			
Install equipment brackets for VOM (if applicable)			
Roughly install TV bracket inside box (if FA box)			
Wallboxes			
If open box, push remaining wire into wall for service loop. If unable, leave at least 8" of cable from face of box			
Terminate keystones with correct keystone color			
Carefully snap connectors into frame			
Mount frame and faceplate. Use bullet level to ensure level			

<b>Lutron Keypads</b>		
Trim wires so you are left with 8" of wire from wall box		
Strip 3" of jacket off and wrap shield drain around outside of wire		
Splice wires together using double ferrule connectors by matching color		
Land ferrules in Lutron phoenix connector (Black, Red, White, Blue)		
Use bullet level to ensure keypad and faceplate are level		
<b>Security</b>		
Install security devices, if wall mounted use level. If ceiling, square up to the perpendicular wall		
Leave smoke/heat detector covers on until ready to turn on		
Install EOLR w/ resistor for last detector in smoke loop		
<b>Linear Lighting</b>		
Make sure wire is loose and able to go in/out of wall without issue		
Measure channel length and cut channel to fit. Leave space for endcaps to be installed		
Measure diffuser and cut to fit channel w/ end caps		
Cut LED strip to size for channel		
Solder wire to LED strip (do not use connectors if we can avoid it)		
<b>Speakers</b>		
Install speakers in pre-construction rings		
Splice jumper 16/2 to 16/4		
Use clean magic eraser to carefully wipe down any fingerprints		
Install speaker grilles		
Use level for speaker grilles if in-wall or on-wall speakers		
<b>DEB48</b>		
Load on iPad / print out DEB48 layout from client google documentation		
Install DEB48 panel with top of DEB 72" AFF		
Mount vertical supports for neutrik panels in the top of the panel. This should be XX" from the top of the enclosure		
Mount horizontal support for network patch panels. This support should be XX" from the top of the enclosure		
Mount vertical supports for the UDM/network switch. This support should be XX" from the top of the enclosure		
Mount 4ft section of black wire duct to left of DEB48, aligning with the DEB		
Cut sections in side of duct for wires to exit into DEB at top and middle		
Drill 3" hole in top back of wire duct to allow wire to enter into wire duct		
Route wires into speaker wires going in top and CAT going in middle		
Neutrik Color Code: 1 +/- = (White / Green) 2 +/- = (Red/Black)		
Install Neutrik screws to plate		
Label Neutrik panel with room names and speakers noted		
When terminating keystones, temporarily secure panel to UDM/Switch brackets face down. This allows you to easily snap in keystones without damaging them.		
Label wires with label maker 1" from keystone connector		
Keystones should be carefully inserted into patch panel with small screwdriver to depress tab		
Print out labels using continuous label to span the patch panel		
<b>Who does the process transfer to next?</b>		
<b>Name</b>	<b>Department or Function</b>	<b>Milestone</b>
Project Manager	Project Manager	Trim Audit