

AV Support Acceptance Test

Project Number & Name	
Room Number	BBB.LL.RRR
QA Test Version	
AV Contractor	
Date of Commissioning	
Notes	<ul style="list-style-type: none"> • • •

SYSTEM INPUTS

ITEM	TEST	PASS	FAIL	N/A	NOTES
Resident PC	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Network Login	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laptop – Digital	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	USB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laptop – Analogue	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	USB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blu-ray Player/Drive	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document Camera	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document Camera USB	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VC System	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TMS/Scopia	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Boundary Mic 1	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Boundary Mic 2	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
W'less H'held Mic 1	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
W'less H'held Mic 2	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PTZ Camera 1	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PTZ Camera 2	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
USB Connectivity	Lectern/Hub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room Linking	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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SYSTEM OUTPUTS

ITEM	TEST	PASS	FAIL	N/A	NOTES
Projector 1	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Projector 2	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LCD 1	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LCD 2	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LCD 3	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LCD 4	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LCD 5	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interactive Whiteboard/LCD	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Interactive - PC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Interactive - Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lecture Capture	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cam Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speakers – FOH	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speakers – Ceiling	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assistive Hearing – Loop	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assistive Hearing – IR	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Captive Lock DC Jack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assistive Hearing – Signage	Present & Compliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room Linking – Speech	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room Linking – Program	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room Linking	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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SYSTEM CONTROL

ITEM	TEST	PASS	FAIL	N/A	NOTES
AV Switching	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video (inc EDID)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Audio DSP	Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	TP Level Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blu-Ray Player	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fwd / Rev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Next/Prev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Navigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Enter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Vol +/-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Projection Screen 1	UP/DOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Projection Screen 2	UP/DOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Projector Lifter 1	UP/DOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Projector Lifter 2	UP/DOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	ON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	OFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Pres mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blinds/Curtains	Open/Close	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Control System	Shutdown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Reset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Helpdesk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	RMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PIR/Motion Sensor	Movement Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soft Off Mode on Shutdown	Display Mutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Touch Panel	Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Touch Panel – Help Page	Layout / Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Touch Panel - Tech Pages	Functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Touch Panel – Correct PDU labels and functionality	Layout / Text, Functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Touch Panel – Soft Off & Auto Off Times Set	Functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Touch Panel – Remote Access	RMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	VNC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keypad	Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room Linking	Master/Slave Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Unlink – Turns Slave Room Off & Keeps Master On	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER

ITEM	TEST	PASS	FAIL	N/A	NOTES
Equipment Rack		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PDU Correctly Assigned to TP Tech Page Allocation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check security items have been supplied	Snake Eye Screws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Bracket Pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cabling		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Install Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Labelling	AV Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Test & Tag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleanliness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asset Stickers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DELIVERABLES

ITEM	TEST	PASS	FAIL	N/A	NOTES
Equipment Schedule		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Source Codes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Configuration Files		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firmware	Latest version supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As-built Schematics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As-built Drawings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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As-built Rack layouts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As-built Custom Equip		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operational Manuals		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asset Register		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test and Tag Register		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quick Reference Guide	Hard Copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Soft Copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manufacturer Manuals		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Entered into database		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessories and spares		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing Loop Report – meets AS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed RMIT AV Test Script		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPROVAL

We confirm that the AV system has been fully commissioned and tested in compliance with RMIT University standards.

Signed		
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RMIT Property Services PM

Date

Signed		
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RMIT Property Services ITS

Date

Signed		
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RMIT AV Support Representative

Date