

The final project documentation package should include the following.

As-built drawings, with final corrections, additions and field-verified information in the following formats:

- Full size paper
- Half size paper
- Electronic DWG
- Electronic PDF

- One-line system navigation drawing for larger or more complex projects**

- Reduced as-built drawing sheets for use at equipment racks**

Schedule & documentation of all physical system settings and adjustments including:

- Signal gain settings
- DSP and other software settings
- Codec settings
- Projector settings
- List of all static IP and telephone numbers
- Telephone and ISDN numbers
- All programming and equipment setting files on CD-ROM including current versions of manufacturer's editing and loading software.

- Test reports in paper and electronic formats.**

- Manufacturers' users guides and manuals, alphabetized, bound in 3-ring binders with index. Include CD-ROM of any electronically available manuals.**

- Excel spreadsheet of all equipment provided with all options and serial numbers noted.**

System-specific custom operation guides including basic setup and operational procedures

- Laminated "Flash-card" style instructions for all basic system operations (e.g., playing a DVD, connecting a computer for display, volume and other audio settings, etc.).
- Basic troubleshooting guide in case of system malfunction, including common user errors and equipment failures

- List of consumable spare parts (lamps, filters, etc.)**

- Key schedule with three duplicates of each key required for operation of the systems.**

- Description of recommended service needs and intervals**

Warranty statement, including

- System warranty start date, conditions, and term
- Summary of manufacturers' warranty coverage
- Description of extended warranties and service plans as purchased with the system

Final AV System Record Documentation Package Checklist

At the end of the project, the items in this checklist are typically provided to the owner and end-users. The number of copies and the distribution should be determined in the contract. See the related Shop and As-Built Drawing Components Checklist for a more detailed list of the as-built drawing components.