

# VI. Glossary

## A

**Acoustics:** The scientific study of sound, especially of its generation, transmission, and reception.

**A/E:** Acronym for architect/engineer, usually referring to a firm that is primarily architectural with some in-house engineering services such as mechanical, electrical, plumbing and structural.

**Applications:** A specific activity or purpose that is supported by tasks. In the context of this book, training and teaching are applications that encompass tasks such as presenting information from a computer and taking notes.

**Application Software:** Computer programs or processes designed for perform specific tasks or uses.

**Architect:** As an individual, a registered design professional in the field of Architecture. As a firm, a team made up of such professionals, and typically the party responsible for the overall design and supervision of the construction of buildings or other large structures.

**Audiovisual environment:** The physical environment (usually the room and the building) in which any audiovisual systems will be installed or located.

**AV:** Acronym for audiovisual, sometimes also abbreviated as A/V.

**AV control system:** A collection of hardware and software designed and installed to allow users to control audio, video or audiovisual systems and devices.

**AV manager:** The person responsible for the management of a facility's or campus's audiovisual systems and technology, sometimes also known as technology manager.

**AV cabling:** Cables and wires for the transport of audio, video and audiovisual electronic signals.

## B

**Benchmarking:** The process of examining methods, techniques, and principles from peer organizations and facilities, which is used as a basis for design of a new or renovated facility.

**Base building:** Also known as "core and shell" or the "bricks-and-mortar," includes overall building elements such as structure, exterior walls and finishes, core (consisting of elevators, stairs, bathrooms, shafts and risers)

and central mechanical and electrical systems; typically completed prior to tenant fit-up and often defined by the work in the General Contract.

**Best Practice:** Methodology that, through experience and research, has proven to be the best path to a desired result. Recommended and agreed to by experts, best practices include the guidelines, processes, and procedures needed to accomplish an objective effectively, efficiently, and with beneficial results.

**Bidding process:** A procurement process in which proposals are solicited from contractor(s) or service provider(s) for the purchase of goods, services, or finished systems and buildings. Bidders' proposals may include qualifications, pricing, clarification of methods, or value engineering and are typically based on terms and specifications provided to bidders at the time of solicitation.

**Bids:** Offers or proposals to supply specific services and/or equipment under the terms and for the price identified in the bids.

**Bid bond:** A surety bond often required of bidders on construction work to ensure that the successful bidder will accept the job. See Performance Bond.

**Box sales:** Sale of equipment or accessories without design or installation services.

**Box sale vendor or dealer:** A firm or party offering box sales. An AV dealer.

**BRI:** acronym for Basic Rate Interface; a single ISDN line that utilizes two 56 or 64Kbps channels plus one 16Kbps data channels. *see also* PRI and ISDN.

**Business model:** The means and methods by which a company generates revenue and profit.

## C

**CA:** Acronym for Construction Administration, which includes the activities of the design team and/or the owner during the construction phase that pertain to the administration of the construction contracts with the GC and subcontractors.

**CAD:** Acronym for Computer Aided Drafting, an electronic method of creating technical drawings. Also referred to as CADD, Computer Aided Drafting and Design.

**Capital funds:** Funds for purchase or improvements of buildings and equipment. These are long-term funds handled separately from short-term operational funds.

**Casework:** Architecturally integrated cases and cabinets, usually based on wood products for construction. See millwork.

**CD:** Acronym for Construction Documents, which includes the finalization of the drawings and specifications in preparation for contracting and construction. The construction documents are sometimes referred to as CDs. CD can also refer to the complete set of documents including drawings, specifications and contract agreements known as the Contract Documents.

**Certification:** A process, often voluntary, by which acknowledgement is accorded to individuals who demonstrate a level of knowledge and skill required in a profession or product. Certification is typically qualified and issued by a trade organization or manufacturer. Certification offered by publisher, ICIA, includes Certified Technology Specialist (CTS) designation recognizing general, design or installation proficiency, and the company level Certified Audiovisual Solutions Provider (CAVSP) designation. Also see License.

**Change Order:** Often abbreviated 'CO'. A written document regarding a change to the work after a bid is awarded and a contract is executed. Once approved by the appropriate parties, this document amends or "changes" the contract drawings, specifications, scope of work and/or pricing.

**Command and Control Center:** Centralized operations and/or dispatch center for management of large-scale systems. Also known as Network Control/Operation Centers (NCC or NOC). Used by network/Internet service providers, suppliers of electricity or natural gas, building management teams, and other organizations that run large systems that require centralized monitoring and control.

**Commissioning:** The test and alignment process to verify that a system is designed, installed, adjusted, and functioning optimally according to the design intent and contract requirements.

**Conduit:** A tube or duct for enclosing wires or cables; may be metallic or non-metallic.

**Construction manager:** A construction manager may be an individual or company that is hired to manage the design and construction process as a representative of the owner. Sometimes also called the Program Manager.

**Consultant:** In the construction industry, the designers of systems who contract with either the architect or owner.