Austin ISD Project

New Site

**Notification and Scheduling Pre-Installation Checklist**

**Site Name:**

**Completion Date:**

| **Status** |  **Installation Checklist** | **Who** | **Notes** |
| --- | --- | --- | --- |
|  | 1. Pre-Installation (New Campuses)
 |  |  |
|  | * 1. Review AISD Standards Documents including:

SECTION 271300 Communication Cable Plant SECTION 275319 Notification and Scheduling SystemVerify that all AISD standards are followed and manufacturer’s cabling certification is obtained.Reference specifications in Appendix C | VENDOR |  |
|  | * 1. Review site floorplan to verify speaker termination points.
 | VENDOR |  |
|  | * 1. Verify cabling boundaries match the floor plan and that the speakers are run to the correct MDF/IDF.
 | VENDOR |  |
|  | * 1. Make note of any speaker cables not terminated.
 | VENDOR |  |
|  | * 1. Identify speaker cable run locations in electronic spreadsheet including cable number and room location.
 | VENDOR |  |
|  | * 1. Test all speaker cables and speaker connections.
 | VENDOR |  |
|  | * 1. Check to make sure all newly installed cable are labeled correctly in the MDF/IDF patch panels. Document all cables that do not pass cable test.
 | VENDOR |  |
|  | * 1. Label each speaker with IDF, port & room number.
 | VENDOR |  |
|  | * 1. Check overall speaker coverage and provide recommendations for additional speakers if needed.
 | VENDOR |  |
|  | * 1. Check total wattage draw of speakers and document findings on spreadsheet.
 | VENDOR |  |
|  | * 1. Check available rack space and provide equipment layout with total “U” count.
 | VENDOR |  |
|  | * 1. Verify electrical power requirements in MDF/IDF.
	2. Check for new location of “Master” console and verify with campus of new console placement if required.
 | VENDORVENDOR |  |
|  | * 1. Document bell schedules, zone programming & bell tones needed by new campus.
 | VENDOR |  |
|  | * 1. Provide a schematic diagram describing design and installation.
 | VENDOR |  |
|  | * 1. Provide a complete parts list including price for each site.
 | VENDOR |  |
|  |  |  |  |
|  | **Check general condition of room** |  |  |
|  |  |  |  |
|  | 1. Take pictures of closets (before/after) Upload pictures to campus folder.
 | VENDOR |  |
|  | 1. Check accessibility of equipment. If campus storage is blocking access make note, take pictures. (Upload pics in campus folder)"
 | VENDOR |  |
|  | 1. Verify that all ceiling tiles are in place. Make note if any ceiling tiles are missing.
 | VENDOR |  |
|  | 1. Verify correct electrical (Orange) 20-amp outlets are in place at each MDF/IDF
 | VENDOR |  |
|  | 1. Verify each MDF/IDF has a stand alone A/C and is cooling properly.
 | VENDOR |  |
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**END OF NEW SITE CHECKLIST**