

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.