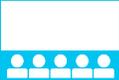




PREVENTATIVE MAINTENANCE PLANNING GUIDE

Use this worksheet to assess the state of equipment and to document any issues in your classrooms and meeting spaces.

	HOW MANY SPACES DO WE HAVE?	EST. TIME NEEDED TO PM ONE SPACE	TOTALS
Classrooms			
Meeting Rooms			
Library Spaces			
Public Areas			
Other:			
TOTALS			

 HOW MANY TECHS DO WE HAVE?	TOTALS
IT Staff	
AV Staff	
Other Support Staff	
**Maintenance, Facilities, Janitorial, and other staff with access to spaces and resources may need to be part of your planning.	



PLANNING CONSIDERATIONS

When does the first class start?	<input type="text"/>
When is the first staff member going to use the system?	<input type="text"/>
Are any consumables needed (i.e. projector lamps, cables, etc.)?	<input type="text"/>
Have any IT or network updates been performed? What hardware or functionality will this affect?	<input type="text"/>
When should preventative maintenance start? (Remember to leave time in your planning to fix/repair issues before first day of system use.)	<input type="text"/>

CLASSROOM AND FACILITIES INVENTORY CHECKLIST



CLASSROOMS CHECKLIST

CLASSROOM AMPLIFICATION

When is the first staff member going to use the system?	<input type="text"/>	Notes:
Existing (Y/N)	<input type="text"/>	
If existing, test is completed? (Y/N)	<input type="text"/>	
Model / Type	<input type="text"/>	
Improvements / updates needed?	<input type="text"/>	



ELECTRONIC WHITEBOARDS		
Existing (Y/N):	<input type="text"/>	Notes:
If existing, test is completed? (Y/N)?	<input type="text"/>	
Model / Type:	<input type="text"/>	
Projector:	<input type="text"/>	
Improvements / updates needed?	<input type="text"/>	

 AUXILIARY SYSTEMS CHECKLIST				
Locations	Existing (Y/N)	If existing, test is completed? (Y/N)	Model / Type	Improvements / updates needed?
Choir:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Theatre:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commons:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Football/Track Fields:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Baseball Complex:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Need service or repair? (800) 488-4954 From systems and product support to video conferencing, onsite technical staffing and remote monitoring, the AVI Systems team of skilled audiovisual support specialists are here to serve you.

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