



Auditorium AV Equipment Checklist

Projector & Screen

Checks related to the projector, screen, and their functionality.

Projector Lamp Hours

Projector Model Number

Projector Status

- ☐ Working
- ☐ Dim
- ☐ Not Working

Screen Type

- ☐ Manual
- ☐ Electric
- ☐ Fixed

Screen Size (Width)

Screen Surface Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Notes on Projector & Screen

Write something...

Audio System

Includes checks for microphones, speakers, amplifiers, mixing console, and overall sound quality.

Microphone Count

Enter a number...

Microphone Type (Primary)

- ☐ Wireless Handheld
- ☐ Wired Handheld
- ☐ Lavalier
- ☐ Podium Mic
- ☐ Other

Speaker System Type

- ☐ Main PA
- ☐ Surround Sound
- ☐ Front Fill
- ☐ Other

Speaker System Gain (dB)

Enter a number...

Audio System Notes (Noise, Distortion, etc.)

Write something...

Mixing Console Functionality

- ☐ Fully Functional
- ☐ Minor Issues
- ☐ Significant Issues
- ☐ Non-Functional

Last Amplifier Servicing

Describe any unusual sounds or issues during testing.

Write something...

Video Sources & Playback

Covers connections and functionality of video sources like computers, Blu-ray players, and cameras.

Source Device 1 Status (e.g., Laptop, Blu-ray)

- ☐ Operational
- ☐ Needs Repair
- ☐ Not Present

Source Device 1 Connection Type

- ☐ HDMI
- ☐ VGA
- ☐ DisplayPort
- ☐ Other

Source Device 1 Input Lag (ms - if testable)

Enter a number...

Notes on Source Device 1 Functionality/Issues

Write something...

Source Device 2 Status (e.g., Computer, Camera)

- ☐ Operational
- ☐ Needs Repair
- ☐ Not Present

Screenshot of Display Issue (if applicable)

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Source Device Firmware Version (if available)

Write something...

Control System & Remote

Focuses on the system controlling AV components, including remote functionality.

Control System Model

Write something...

Software Version

Enter a number...

Remote Functionality

- ☐ Fully Functional
- ☐ Partially Functional
- ☐ Not Functional

Notes on Remote Operation

Write something...

System Presets

- ☐ All Presets Working
- ☐ Some Presets Working
- ☐ No Presets Working

Last System Update Date

Enter date...

Error Messages Displayed (if any)

Write something...

Connectivity & Cables

Inspection of all connections and cables used by the AV equipment.

Number of XLR Cables Present

Enter a number...

Number of HDMI Cables Present

Enter a number...

Number of VGA Cables Present

Enter a number...

HDMI Cable Condition (Main Projector)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Replacement

Audio Cable Condition (Mixer to Speakers)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Replacement

Notes on Cable Condition (e.g., damaged shielding, frayed ends)

Write something...

Power Cables - Any Damage?

- ☐ Yes
- ☐ No
- ☐ N/A - No Power Cables Accessible

Photographs of any damaged cables

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Lighting Integration

Checks related to how the AV system interacts with the auditorium's lighting.

Dimmer Level Synchronization

Enter a number...

Lighting Preset Functionality

- ☐ Functioning Correctly
- ☐ Requires Adjustment
- ☐ Not Functional

Lighting Effects Integrated?

- ☐ Wash Lights
- ☐ Spotlights
- ☐ Backlights
- ☐ Strobe Lights
- ☐ None

Lighting Control Interface

- ☐ Integrated with AV Control System
- ☐ Separate Control Panel

Notes on Lighting Integration Issues

Write something...

Power & Backup

Verification of power supply and backup systems for AV equipment.

Voltage at Main Power Input (V)

Enter a number...

Power Consumption (Watts)

Enter a number...

UPS Status (if applicable)

- ☐ Operational
- ☐ Needs Maintenance
- ☐ Faulty

UPS Battery Capacity (%)

Enter a number...

Last UPS Maintenance Date

Enter date...

Notes on Power Stability/Fluctuations

Write something...

Generator Status (if applicable)

- ☐ Operational
- ☐ Needs Maintenance
- ☐ Faulty
- ☐ Not Applicable

Generator Run Time (Hours - last test)

Enter a number...

General Condition & Maintenance

Overall assessment of the equipment's condition and notes on required maintenance.

Total Operating Hours (Projector)

Enter a number...

Total Operating Hours (Audio System)

Enter a number...

Last Lamp Replacement (Projector)

Enter date...

Last Filter Replacement (Projector)

Enter date...

Notes on Unusual Sounds or Issues

Write something...

Overall Equipment Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Recommended Maintenance Actions

Write something...

Date of Last Preventative Maintenance

Enter date...

Photos of any issues observed

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