

# Conference Room AV Equipment Checklist

 Show only Checklist

Display Style  
Default 

## General Room Readiness

Initial checks to ensure the room is suitable for AV usage; not directly related to AV equipment but impacting usability.

### Room Temperature (°C)

Enter a number...

### Lighting Status

- ☐ Optimal
- ☐ Dimmed
- ☐ Insufficient



### Room Cleanliness

- ☐ Clean
- ☐ Requires Attention

### Any Unusual Noises?

Write something...

### Last Room Cleaning Date

Enter date...

### Notes on Room Readiness

Write something...

## Display & Projection

Checks for the projector, screen, and any connected displays (TVs, monitors).

### Projector Status

- ☐ Working
- ☐ Malfunctioning
- ☐ Needs Lamp Replacement
- ☐ Missing

### Screen Type

- ☐ Manual Pull-Down
- ☐ Electric
- ☐ Fixed
- ☐ Not Present

### Screen Condition

- ☐ Good
- ☐ Minor Damage (scratches)
- ☐ Significant Damage (tears)
- ☐ Not Available

### Projector Brightness (Lumens - Estimated)

Enter a number...

### Projection Clarity Notes

Write something...

### Display Connection Type

- ☐ HDMI
- ☐ VGA
- ☐ DisplayPort
- ☐ Unknown

### Display Power Status

- ☐ On
- ☐ Off
- ☐ Power Cord Issue
- ☐ Not Available

## Audio System

Verification of microphones, speakers, amplifiers, and audio connections.

### Microphone Type (if multiple)

- ☐ Wireless Handheld
- ☐ Wireless Lapel
- ☐ Gooseneck/Podium
- ☐ Conference Phone
- ☐ None

### Microphone Functionality

- ☐ Working
- ☐ Not Working
- ☐ Static/Noise

### Speaker Volume (0-10)

Enter a number...

### Audio Cable Condition

- ☐ Good
- ☐ Damaged/Frayed
- ☐ Missing

### Notes on Audio Quality

Write something...

### Amplifier Status

- ☐ On and Functional
- ☐ Off
- ☐ Malfunctioning

# Video Conferencing Equipment

Specific checks for video conferencing systems, including cameras, codecs, and software.

## Camera Status

- ☐ Working
- ☐ Malfunctioning
- ☐ Disconnected

## Microphone Status (Camera)

- ☐ Working
- ☐ Malfunctioning
- ☐ Muted

## Codec Software Version

- ☐ Current
- ☐ Outdated
- ☐ Unknown

## Notes on Video/Audio Quality

Write something...

### Frame Rate (FPS) - If applicable

Enter a number...

### Connection Type

- ☐ Wired (Ethernet)
- ☐ Wireless (Wi-Fi)
- ☐ USB

### Error Messages (if any)

Write something...

## Connectivity & Cables

Inspection of all cables, ports, and internet connectivity.

### Number of Available Ethernet Ports

Enter a number...

### Network Cable Condition (HDMI, VGA, DisplayPort)

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

### Connectivity Ports Available?

- ☐ HDMI
- ☐ VGA
- ☐ DisplayPort
- ☐ USB-A
- ☐ USB-C
- ☐ Audio In
- ☐ Audio Out

### Wi-Fi Network Name (SSID)

Write something...

### Internet Download Speed (Mbps)

Enter a number...

### Cable Management Status

- ☐ Organized
- ☐ Somewhat Organized
- ☐ Disorganized - Requires Attention

### Notes on Connectivity Issues (if any)

Write something...

## Control System & Remote

Checks of the control panel (if applicable) and remote control functionality.

### Control System Software Version

Enter a number...

### Control System Operational Status

- ☐ Fully Operational
- ☐ Minor Issues
- ☐ Major Issues
- ☐ Not Operational

### Remote Control Status

- ☐ Functional
- ☐ Batteries Needed
- ☐ Not Responding
- ☐ Missing

### Notes on Control System Behavior

Write something...

### Touchscreen Functionality (if applicable)

- ☐ Fully Functional
- ☐ Minor Calibration Needed
- ☐ Unresponsive
- ☐ Not Applicable

### Battery Level (if applicable, e.g., for wireless remotes)

Enter a number...

## Power & Backup

Verification of power supply and backup power solutions (UPS).

### Voltage (V)

Enter a number...

### Measured Current (Amps)

Enter a number...

### UPS Status

- ☐ Online
- ☐ On Battery
- ☐ Testing
- ☐ Offline

### UPS Remaining Battery Time (Minutes)

Enter a number...

### Power Cord Condition

- ☐ Good
- ☐ Frayed
- ☐ Damaged
- ☐ Needs Replacement

### Notes on Power Supply (e.g., unusual noises, flickering)

Write something...

# Post-Meeting Reset

Items to be checked after a meeting to ensure everything is in working order for the next user.

## Microphone Placement

- ☐ Returned to Stand
- ☐ Placed on Table
- ☐ Other (Specify)

## Projection Screen Position

- ☐ Retracted
- ☐ Down
- ☐ Other

## Cables Tidy?

- ☐ Yes
- ☐ No

## Notes/Issues (if any)

Write something...

### **Reset Time (for reference)**

Enter time...

### **Webinar/Meeting Software Closed?**

☐ Yes

☐ No