

# 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- Outdated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