



Conference Room AV Equipment Checklist

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)

Lighting Status

- ☐ Optimal
- ☐ Dimmed
- ☐ Insufficient

Room Cleanliness

- ☐ Clean
- ☐ Requires Attention

Any Unusual Noises?

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- ☐ Outdated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)

Webinar/Meeting Software Closed?

☐ Yes

☐ No