



Sound System Check & Maintenance Checklist (Monthly) - Volume, Clarity

 [Show only Checklist](#)

Display Style Default 

Pre-Check & Power

Initial checks to ensure the system is ready for volume and clarity assessment.

Check Date

Enter date...

Check Start Time

Enter time...



System Power Status

- ☐ On
- ☐ Off
- ☐ Unknown

Main Power Voltage (V)

Enter a number...

Power Amplifier Status

- ☐ Normal
- ☐ Fault Indicated
- ☐ No Signal

Any Unusual Noises on Power Up?

Write something...

Notes on Power Status/Initial Impressions

Write something...

Zone Volume Verification

Assessment of volume levels in each retail zone/area to ensure consistent and appropriate levels.

Zone 1 (e.g., Entrance) - Target Volume (dB)

Zone 1 (e.g., Entrance) - Measured Volume (dB)

Zone 1 (Entrance) - Volume OK?

☐ Yes☐ No

Zone 1 (Entrance) - Notes/Adjustments Needed

Zone 2 (e.g., Main Sales Floor) - Target Volume (dB)

Zone 2 (Main Sales Floor) - Measured Volume (dB)

Enter a number...

Zone 2 (Main Sales Floor) - Volume OK?

☐ Yes

☐ No

Zone 2 (Main Sales Floor) - Notes/Adjustments Needed

Write something...

Clarity & Frequency Response

Evaluation of audio clarity and frequency balance to identify and address distortion or muddiness.

Overall Audio Clarity - Assessment

☐ Excellent - Clear and Crisp

☐ Good - Mostly Clear

☐ Fair - Some Distortion/Muddy

☐ Poor - Significant Distortion/Unintelligible

Bass Frequency Response (Approx. Hz)

Enter a number...

Treble Frequency Response (Approx. kHz)

Enter a number...

Presence/Mid-Range Clarity

- ☐ Clear and Natural
- ☐ Slightly Dull
- ☐ Muddied
- ☐ Lacking

Describe any observed distortion or unusual frequencies.

Write something...

Record Audio Sample (Optional)

 Upload File

Microphone/Input Device Check (If Applicable)

Specific checks for microphones or other input devices used for announcements or other retail audio needs.

Microphone Type (if applicable):

- ☐ Wired
- ☐ Wireless (Handheld)
- ☐ Wireless (Lapel)
- ☐ Wireless (Headset)
- ☐ None

Microphone Input Level (dB):

Microphone Sound Check Result:

- ☐ Clear
- ☐ Distorted
- ☐ Static
- ☐ Low Volume
- ☐ Other

Describe any issues encountered during microphone check (static, distortion, low volume, etc.):

Write something...

Wireless Microphone Battery Status (if applicable):

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Low
- ☐ N/A

Last Microphone Battery Replacement Date:

Enter date...

Speaker Condition & Placement

Visual inspection and assessment of speaker condition and placement, ensuring optimal audio projection.

Speaker 1 - Visual Damage Assessment (1-5, 1=None, 5=Severe)

Enter a number...

Speaker 2 - Visual Damage Assessment (1-5, 1=None, 5=Severe)

Enter a number...

Speaker Grille Condition (Speaker 1)

- ☐ Clean
- ☐ Slight Dust
- ☐ Moderate Dust/Debris
- ☐ Significant Dust/Debris - Cleaning Required
- ☐ Damaged/Missing

Speaker Placement - Obstructions (Speaker 1)

- ☐ Clear
- ☐ Minor Obstruction
- ☐ Significant Obstruction - Re-positioning Needed

Speaker Baffle Condition

- ☐ Good
- ☐ Minor Scratches
- ☐ Significant Scratches/Damage

Notes on Speaker Condition/Placement

Write something...

Background Music/Messaging Playback

Specific checks during background music/messaging playback to assess clarity and volume consistency.

Average Music Volume Level (dB)

Peak Music Volume Level (dB)

Music Source (e.g., Streaming, Local Files)

- ☐ Streaming Service
- ☐ Local Files
- ☐ CD Player

Messaging Clarity (Subjective)

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

Describe any distortions or issues during music/messaging playback.

Write something...

Start Time of Playback Check

Enter time...

Music/Message Content Appropriateness?

☐ Yes

☐ No

Troubleshooting & Documentation

Record any issues found, actions taken, and recommendations for further investigation or repair.

Summary of Issues Encountered

Write something...

Actions Taken to Resolve Issues

Write something...

Estimated Downtime (minutes)

Enter a number...

Issue Severity

- ☐ Minor - No Immediate Action Required
- ☐ Moderate - Requires Attention Soon
- ☐ Major - Immediate Action Required

Date of Issue/Event

Enter date...

Time of Issue/Event

Enter time...

Recommendations for Future Prevention/Repair

Write something...

Next Maintenance/Repair Required

- ☐ No Further Action
- ☐ Scheduled Repair
- ☐ Contact Technician