



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

## Pre-Check & Power

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

### Check Date

### Check Start Time

### System Power Status

- ☐ On
- ☐ Off
- ☐ Unknown

### Main Power Voltage (V)

### 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)

Enter a number...

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

Enter a number...

### Zone 1 (Entrance) - Volume OK?

☐ Yes

☐ No

### Zone 1 (Entrance) - Notes/Adjustments Needed

Write something...

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

Enter a number...

### 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):**

Enter a number...

**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)

Enter a number...

### Peak Music Volume Level (dB)

Enter a number...

### 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**

### **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**

### **Recommendations for Future Prevention/Repair**

Write something...

### Next Maintenance/Repair Required

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