Part 1   **General**

1.1   **Summary**

.1   Unless otherwise indicated, follow the guidelines below when planning for Schedules for Audio-Video Communications. These guidelines are not intended to restrict or replace professional judgment.

.2   For construction projects where the integration of AV in new or renovated rooms is carried out by the General Contractor (via their AV subcontractor) and managed by McGill Facilities; IIS has created example schedule templates to show the coordination necessary between the above-mentioned parties with respect to Network and AV.

.3   These generic schedule templates serve as resource documents for Project Managers and General Contractors, aiming to clarify the sequence and duration of network and AV activities on the project, as well as to indicate who is responsible for each activity. The template schedules are useful in 2 different phases of the project:

.1   **Design**: The Project Manager can consult with IIS-AVS to estimate the duration of the activities in the construction phase to define the mandate to be tendered.

.2   **Construction**: The General Contractor can coordinate with their AV subcontractor and IIS-AVS to define the sequence and duration of the activities shown in their construction timeline.

**Note: Due to the interdependencies between the General Contractor's activities and those of IIS (both TIS and AVS), IIS requires the General Contractor to integrate the IIS activities into their construction schedule.

.4   All times estimated in the templates are based on the average installation time of Network/Physical Security/AV in 1 to 2 rooms. The duration indicated in the templates must be scaled to reflect the number of rooms within scope for each project and confirmed with IIS to ensure accuracy.

.5   The templates available via the links below will auto-schedule based on the date and time information the Project Manager or General Contractor enters into the following fields (highlighted green within the template document for visibility):

.1   "Contractor mobilization" start date and duration

.2   "Major task particular to project…" duration

.3   "Correction of deficiencies (General Contractor) duration

**Note: The podia must be installed (as required) for IIS-TIS to complete its cabling terminations. The AV programming can only begin after these terminations are complete.

Part 2   **Example Schedules for Integration of IIS activities**

2.1   **IIS/General Contractor (GC) example project schedule (AV programming by General Contractor [AV subcontractor])**

- Microsoft project file: "**General MS project schedule for IIS, GC coordination (AV Sub Programming).mpp**"

- PDF file: "**General MS project schedule for IIS, GC coordination (AV Sub Programming).pdf**"

2.2   **IIS/General Contractor example project schedule (AV programming by IIS)**

- Microsoft project file: "**General MS project schedule for IIS, GC coordination (IIS Programming).mpp**"

- PDF file: "**General MS project schedule for IIS, GC coordination (IIS Programming).pdf**"

**Note: IIS-AVS is committed to our documents being accessible to all, including those with visual, hearing, cognitive and motor impairments. If you are having trouble reading the documents available at the above links and require help, please contact: iis-avs@campus.mcgill.ca

2.3   **Specific line-item notes, information, and instructions**

.1   The notes below pertain to the line items shown in the general project schedules referenced:

.1   *Line 2 - Contractor mobilization:* Project Manager or General Contractor to input start date and time required here.

.2   *Line 4 - Major task particular to project:* Project Manager or General Contractor to input time required here.

.3   *Line 6 - Installation of AV Infrastructure:* This line is only applicable in instances where the General Contractor's AV subcontractor elects to move ahead with the installation of the AV infrastructure before the installation of the equipment is possible.

.4   *Line 9 - Commissioning of AV equipment:* This is only required when the AV programming mandate is separate from the AV equipment mandate.

.5   *Line 15 - Correction of deficiencies:* Project Manager or General Contractor to input time required here.

.6   *Line 22 - Move in of users:* It is critical for IIS-AVS to have the end-users move in **after** all AV testing and deficiency corrections have been completed - otherwise, the installation cannot be signed off on as functional by IIS-AVS.

Part 3 **Definitions**

.1 **AV Contractor:** An AV firm external to McGill University, qualified by IIS-AVS to procure and install AV equipment in the context of renovation projects on campus. These external partners may also be called upon to provide other services periodically (i.e., AV design, programming, technical support). AV Contractors may be mandated by IIS-AVS directly, or by a General Contractor in the context of construction projects managed by McGill Facilities, in which case they are referred to as the "AV Subcontractor".

.2 **AVS:** *Audiovisual Services.* AVS, is one of the teams making up IT Infrastructure and Information Security (IIS), a unit within McGill's Information Technology Services (ITS). The Audiovisual Services portfolio provides professional AV services for new builds and renovation projects including AV project management, design and programming; and provides technical support for existing public classroom AV systems across campus. AVS is also referred to as **IIS-AVS**.

.3 **IIS**: *IT Infrastructure and Information Security.* IIS is a division of McGill Information Technology Services (ITS) that encompasses 7 unique teams including, but not limited to, Audiovisual Services (AVS) and Telecommunications Infrastructures and Systems (TIS). IIS was formerly known as Network and Communication Services (NCS).

.4 **ITS**: *Information Technology Services.* McGill IT Services (or ITS) serves McGill students, faculty, academic and administrative support staff, and alumni. It is composed of six units that work together to provide comprehensive IT services (including Wi-Fi, email, campus printing, software, and more) as well as client care (such as the IT Service Desk, IT Knowledge Base, and IT project management and delivery) to the McGill community. IT Infrastructure and Information Security (IIS) is one of the units within McGill ITS.

.5 **TIS:** *Telecommunications Infrastructures and Systems*. TIS is one of the teams making up IT Infrastructure and Information Security (IIS), a unit within McGill's Information Technology Services (ITS). TIS installs and maintains physical network and physical security components across McGill's campus. TIS is also referred to as **IIS-TIS**.

Part 4 **Related Technical Sections**

The technical sections of the McGill Building Design and Technical Standards should be consulted with the current document, most notably (but not limited to) the following:

Section Number	Title of Section
27 08 40	Commissioning of Audio-Video Communications
27 40 02	Scope of Work for Audio-Video Installation
27 41 02	Standard Audio-Video Installation Practices
27 41 03	Standard Audio-Video Automation System Implementation

END OF SECTION