

**Part 1 General****1.1 Summary**

- .1 Unless otherwise indicated, follow the guidelines below when planning for Commissioning of Audio-Video Communications. These guidelines are not intended to restrict or replace professional judgment.
- .2 IT Infrastructure and Information Security (IIS) [formerly NCS] has developed a set of template documents, entitled AV System Inspection Sheets, which must be completed by the AV contractor during their commissioning, and returned to IIS-AVS on a per room basis, to indicate that the AV systems have been fully commissioned, and are ready for IIS-AVS' inspection. The different versions of the AV system inspection sheets can be found via the links in the sections below.

**\*\*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](mailto:iis-avs@campus.mcgill.ca)**

**Part 2 AV System Inspection Sheet Templates****2.1 12 button system**

This version of the AV inspection sheet template is for use when commissioning/inspecting classrooms with smaller AV systems using button panel controllers (Example: Crestron MPC-M5).

- PDF file: "[AV System Inspection sheet - 12 button system - Template - V3.pdf](#)"

**2.2 Touch panel system**

The touch panel system version of the AV inspection sheet template is for rooms with more complex AV systems, usually comprised of more input sources, and an LCD touch panel controller.

- PDF file: "[AV System Inspection sheet - Touch Panel systems - Template - V3.pdf](#)"

**2.3 Touch panel system, with the lecture recording system (LRS)**

This version of the AV inspection sheet template is the same as that for the "touch panel system", with an added section for rooms that have been equipped with the lecture recording system (LRS).

- PDF file: "[AV System Inspection sheet - Touch Panel systems, with LRS - Template - V3.pdf](#)"

## 2.4 Touch panel system, with Lecture recording system (LRS) and Videoconferencing

This AV inspection sheet is used for rooms that have been equipped with Videoconferencing. It is possible that the room in question has Videoconferencing capabilities but does not have lecture recording (LRS). In such cases, the items within the LRS section should be marked “Not Applicable” (N/A).

- PDF file: [“AV System Inspection sheet - Touch Panel systems, with LRS and VC - Template - V3.pdf”](#)

## 2.5 Commissioning without a Crestron/DSP program

For projects where the Crestron and DSP programming are being done “in house” by IIS-AVS, this version of the AV inspection sheet must be used by the AV contractor when commissioning the AV system. The AV contractor will complete this sheet and return it to IIS-AVS to indicate that the physical portion of the AV system is ready to accept the program files developed by IIS-AVS.

**\*\*Note:** Basic Crestron and DSP programs may need to be created by the AV contractor in order to test the system’s audio, video and control paths function correctly.

- PDF file: [“AV System Inspection sheet -Commissioning - No Crestron Program – Template - V2.pdf”](#)

## 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:

<b><u>Section Number</u></b>	<b><u>Title of Section</u></b>
<b>27 06 40</b>	<b>Schedules for Audio-Video Communications</b>
<b>27 40 02</b>	<b>Scope of Work for Audio-Video Installation</b>
<b>27 41 02</b>	<b>Standard Audio-Video Installation Practices</b>
<b>27 41 03</b>	<b>Standard Audio-Video Automation System Implementation</b>

**END OF SECTION**