

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

- .1 Unless otherwise indicated, follow the guidelines below when planning for Audio-Video Communications (General). These guidelines are not intended to restrict or replace professional judgment.
- .2 Section 27 40 00, with its subsections, contains information related to scope of work for design, installation, maintenance, and repairs of AV systems at McGill University. The following sections also outline the different scenarios in which the AV Contractor can be retained to perform this work on campus:

**27 40 01 – SCOPE OF WORK FOR AUDIO-VIDEO DESIGN****27 40 02 – SCOPE OF WORK FOR AUDIO-VIDEO INSTALLATION****27 40 03 – SCOPE OF WORK FOR AUDIO-VIDEO MAINTENANCE AND REPAIRS****Part 2 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**.

**END OF SECTION**