

Part 1 General**1.1 Summary**

- .1 Unless otherwise indicated, follow the guidelines below when planning for Scope of Work for Audio-Video Design. These guidelines are not intended to restrict or replace professional judgment.
- .2 Depending on the contract, an AV Contractor may only be required to design a new AV system for installation. This design shall be based on the requirements listed in the 'IT Needs Assessment' document provided by McGill IT Services on a per project basis and shall also satisfy the specifications listed within the Division 27 sections (referred to henceforth as the AV standards).

Part 2 AV Design Elements**2.1 The design of an AV system shall include the following elements:**

- .1 Specification of all audio, video, and control (automation) equipment, adhering to the standardized equipment referenced in the AV standards sections. Any equipment specified by the AV Contractor that is not referenced in the AV standards shall be subject to the approval of IT Infrastructure and Information Security – Audiovisual Services (IIS-AVS).
- .2 Specification of all sizes and locations of video displays and/or projection screens based on sight lines in the room and the requirements listed in the McGill '**IT Needs Assessment**' document.
- .3 Specification of all audio, video, and control cabling as well as termination hardware required, ensuring that it meets the standardized equipment listed in the AV standards and the requirements listed in the McGill '**IT Needs Assessment**' document.
- .4 Specification of all equipment cabinets and or racks, supporting devices (hooks, trays, and raceways), and all other related devices required for the installation. The equipment specified by the AV Contractor is subject to the approval of IIS-AVS.
- .5 Drafting of system schematics (VISIO or CAD) showing the exact nature of interconnects between all audio, video, and control devices. These schematics shall indicate the approximate location of the AV equipment within the system. Subject to the approval of IIS-AVS.
- .6 Drafting of drawings (floor plans, including elevations, in VISIO or CAD) showing the general location of the main AV system components (ex. Projectors, screens, cameras, speakers, microphones, equipment racks); Subject to the approval of IIS-AVS.
- .7 Creation of documents or drawings (VISIO or CAD) specifying the requirements and locations for electrical and network services, as well as conduits, junction boxes and backing boxes required for those services, as required by the AV system.
- .8 Creation of documents specifying BTU heat loads and power draw for all equipment, for the mechanical engineer on the project to specify the required cooling or ventilation, as well as proper electrical load.

- .9 Other elements may be required on a per project basis.

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:

<u>Section Number</u>	<u>Title of Section</u>
27 01 40	Operation and Maintenance of Audio-Video Communications
27 06 40	Schedules for Audio-Video Communications
27 08 40	Commissioning of Audio-Video Communications
27 41 01	Standard Audio-Video Products
27 41 02	Standard Audio-Video Installation Practices
27 41 03	Standard Audio-Video Automation System Implementation

END OF SECTION