

SECTION 27 41 16

AUDIO VIDEO SYSTEMS AND EQUIPMENT

PART 1 - GENERAL

1.01 SUMMARY

A. Contract Documents

1. The General and Special Conditions are hereby made a part of this Section. Where requirements of this Section are at odds with requirements stated in any Special or Supplementary Conditions, the more stringent requirements shall apply.
2. The Contract Documents are complementary and are intended to include or imply all items required for the proper execution and completion of the work. Any item or work required by the Specification or other portion of the Contract Documents, but not shown on the drawings, or shown on the drawings but not described in the Specification, shall be provided and installed by the Contractor as if shown or mentioned in both.
3. The Consultant may furnish additional instruction or clarification necessary for the proper execution of the work. Instructions or clarifications shall be consistent with the Contract Documents or agreed upon modifications thereof, and inferable therefrom. In giving instruction or clarification, only the Contracting Officer shall have the authority to make minor changes in the work that will not entail an increase in the Contract price or time.
4. Copies of drawings and specifications regardless of how furnished, are the property of the Owner, and are not to be used on any other work or project. No contract documents may be released for publication or to any other party without the written consent of the Owner and Consultant.

B. Scope of Work

1. Work under this Contract includes the following spaces/systems:
 - a. Standard Classrooms
 - b. **Lab Classrooms**
 - c. Meeting Rooms
 - d. **Huddle Rooms**
 - e. Conference Room
 - f. Computer Pod Classroom
2. Refer to "Appendix A: AV Systems Functional Description" for a complete and detailed description of the A/V Systems and associated functional requirements.
3. Work under this Contract includes all labor, materials, tools and equipment, transportation services, supervision, coordination, etc., necessary to complete the installation of high quality A/V Systems and Control Systems, in excellent working order, as described in these specifications and the associated drawings and in accordance with good engineering practice, and to maintain the systems throughout the Warranty period.
4. The systems defined herein shall be called "A/V Systems" and shall include, but are not limited to, the following major items:
 - a. Audio mixers, equalizers, amplifiers, program sources, digital recording devices, microphones, and other signal processing equipment;
 - b. Loudspeakers and loudspeaker mounting, aiming, rigging, and support hardware;
 - c. Video switching, video over IP transmitters/receivers, video display equipment, video

- conferencing systems, cameras, and other video playback devices.
 - d. Audio Video and Control Network equipment;
 - e. Control equipment;
 - f. Equipment racks, cabinetry, and furniture;
 - g. System accessories;
 - h. Cable, connectors, adapters, plates, panels, transformers, and other interface devices.
5. The Contract also includes:
- a. Verification of dimensions and conditions at the job site.
 - b. Preparation of submittal information.
 - c. Installation in accordance with the contract documents, manufacturer's recommendations, and all applicable code and legal requirements.
 - d. Initial tests and adjustments, written report, demonstration for approval, final adjustments, and documentation.
 - e. Instruction of operating personnel; provision of manuals.
 - f. Maintenance services; Warranty.
6. Notwithstanding any detailed information in the Contract Documents, it is the responsibility of the A/V System Contractor to supply systems in full working order, and of the Owner and A/V System Contractor to meet all code requirements for the installation of conduit and cable, respectively.
7. Notify the Consultant of any discrepancies in part numbers, sizes, or quantities before bid. Failing to provide such notification, supply items, sizes, and quantities according to the intent of the design as described in the Specifications and Drawings, without claim for additional payment.
8. Supply accessories and minor equipment items needed for a complete and properly functioning system, or where required to meet the specified performance, even if not specifically mentioned herein or on the drawings, without claim for additional payment.
9. Distribute AC power within all equipment racks and furniture supplied herein. As required, provide all AC power cable, conduit, wireways, junction boxes, power distribution units, and/or receptacles located in equipment racks or furniture provided by the A/V System Contractor. This shall also include any power cabling from A/V equipment racks or furniture to adjacent receptacles or junction box(es) unless otherwise noted.
- C. Products Supplied But Not Installed Under This Section
- 1. Certain equipment may be supplied but not installed or may be determined as "installed by others" or "installed by owner." This may include but not be limited to portable equipment and/or cables.
- D. Products Installed But Not Supplied Under This Section
- 1. Certain equipment may be identified after the bid is awarded as Owner Furnished Equipment (OFE). Owner Furnished Equipment is presently part of the Owner's system, or will be provided by the Owner, and will be delivered to Contractor's off-site construction facility, delivered to the Contractor's on-site secured storage area, or otherwise provided on site, as appropriate, for incorporation into the system.
 - 2. Inspect the OFE equipment and notify the Owner promptly in writing of damage or defect and the extent of repair and/or adjustment required to bring the OFE to original specification. Service OFE only as directed by the Owner, under the arrangements of a separate contract or agreement.
 - 3. Incorporate OFE equipment into the system as if provided new, exempting any warranty

coverage. The Contractor shall not be responsible for the warranty of OFE equipment unless specifically covered under a separate contract or agreement.

4. The Contractor shall be responsible for the physical safety and care of any OFE equipment while in their possession. Any damage or destruction of OFE equipment while in the Contractor's custody shall be the responsibility of the contractor to remedy without additional claim.

E. Governing Clause

1. For the sake of brevity these specifications omit phrases such as "Contractor shall furnish and install," "unless otherwise noted or specified," etc.; nevertheless, the requirements of the specifications are mandatory, and these phrases shall be inferred. The mention of materials and operations implies the Contractor shall furnish and install such materials and perform such operations to the overall standards set by the Contract Documents. Exceptions are noted herein or shown on the drawings.
2. In the event that the Consultant is not a participant in this project after award of contract, all references to "Consultant" in this document shall be replaced with "Owner."

F. Questions

1. Submit questions about the Drawings and Specification to the Consultant in writing.

1.02 REFERENCES

A. Definitions

1. A/V System: A set of specified individual components (audio, video, control, and networking equipment as well as associated hardware and wiring) designed and configured to operate and one comprehensive system for the conveyance of audio/video content to an audience. A/V Systems may include, but are not limited to, the following major items:
 - a. Audio mixers, equalizers, amplifiers, program sources, digital recording devices, microphones and other signal processing equipment;
 - b. Loudspeakers and loudspeaker mounting, aiming, rigging, and support hardware;
 - c. Video switching, video over IP transmitters/receivers, video display equipment, video conferencing systems, cameras, and other video playback devices.
 - d. Network equipment;
 - e. Control equipment;
 - f. Equipment racks, cabinetry, and furniture;
 - g. System accessories;
 - h. Cable, connectors, adapters, plates, panels, transformers, and other interface devices.
2. Owner: The designated responsible party with authority to make final decisions on contract and technical issues as well as provide final acceptance of the A/V Systems. May also include designated representatives and/or subordinates as part of a larger "Owner Team" such as End-users, Facility Managers, A/V Technology Managers, Building Committees, Purchasing Agents and/or Contract Representatives.
 - a. UCCS
3. Architect: The "Architect" referred to in this specification is the entity who has been hired to design and specify the physical environment the AV systems is to be installed within (e.g., the building, facility, room, and/or space). The architect is generally responsible for hiring and managing the various entities that constitute the design team (architects, engineers, consultants, etc.).

- a. OZ
 - 4. Consultant: The "Consultant" referred to in this specification is the entity who has been hired to design and specify the AV System as well as work with other design team members and well as contractors/trades to ensure proper collaboration
 - a. K2
 - 5. Contractor: The "Contractor" referred to in this specification is the A/V Systems Contractor selected by the Owner, through competitive bidding or negotiation, to provide the A/V systems described by this specification, and to whom a contract has been awarded to do so.
 - 6. Masculine Pronoun: In all cases where a masculine pronoun is used within these specifications, the pronoun is used in the interest of simplicity of syntax, and the reference shall be interpreted as genderless.
- B. Reference Standards
- 1. The workmanship and installation of the audio video systems and equipment shall adhere to industry best practices, AVIXA standards, and all national and local codes.
 - 2. The following documents, or the versions closest in time prior to the release of this specification, shall form a part of this specification to the extent specified herein. Where the requirements of these documents conflict with the instructions herein, the requirements of this specification shall govern.
 - a. **National Fire Protection Association (N.F.P.A.) National Electrical Code (NEC).**
 - b. **Electronics Industry Association/Telecommunications Industry Association (EIA)/TIA) Standards.**
 - c. **International Telecommunications Union (ITU) Standards.**
 - d. **Society of Motion Picture and Television Engineers (SMPTE) Standards.**
 - e. **Audio Engineering Society (AES) Standards.**
 - f. **American National Standards Institute (ANSI)**
 - g. **Building Seismic Safety Council (B.S.S.C.)**
- C. Other Reference Standards
- 1. Shields and Grounds: Safety, Power Mains, Studio, Cable and Equipment, (special excerpt) The June 1995 issue of the Journal of the Audio Engineering Society.
 - 2. Grounding and Shielding Techniques in Instrumentation, by Ralph Morrison, published by John Wiley and Sons, Inc.; 3rd edition (March, 1986) ISBN: 0471838055
 - 3. Sound Reinforcement Handbook, by Gary Davis and Ralph Jones, published by Hal Leonard Publishing Corporation; 2nd edition (March 1, 1990) ISBN: 0881889008
 - 4. DOJ 28 CFR Part 36, Appendix A to Part 36 - Standards for Accessible Design: Americans with Disabilities Act Accessibility Guidelines (ADAAG).
 - 5. A Clean Audio Installation Guide, Allen H Burdick, Benchmark Media Systems, Inc., (800) 262-4675, (available on the World Wide Web at <http://www.benchmarkmedia.com/>);
 - 6. Audio System Design and Installation, Phillip Giddings, Butterworth-Heinemann; Reissue edition (July, 1990) ISBN: 0672226723
 - 7. Sound System Engineering (2nd Edition), Don & Carolyn Davis, Focal Press; 2 edition (May 19, 1997) ISBN: 0240803051

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Coordination

1. Coordinate work with Owner personnel involved in this project, representatives and employees/subcontractors employed of/by Owner, including electricians and the scheduled work of other trades.
 2. Cooperate with all trades present on the project, so that lost time, work stoppages, interference, and work inefficiencies do not occur.
 3. Assure labor "harmony" among personnel and subcontractors, and with other trades associated with construction, delivery, installation, and testing of the facility.
 4. Failures in coordination shall not be a reason for additional payment to correct omissions or errors.
 5. Coordinate the electrical and conduit requirements of this contract, and verify that all power, conduit, non-specialty boxes required for this contract is in the General/Electrical Contractor's scope of work. If there is a discrepancy between this contract and the Electrician's scope of work, notify the Owner and the Consultant, and request clarification or modification of the Contracts to achieve coordination.
 - a. ***Any discrepancy does not relieve the A/V System Contractor from responsibility for a complete working system, and coordination with the electricians and representatives of the Owner in the course of his or her installation is required to achieve a correct conduit system.***
 - b. ***It is the Contractor's responsibility to verify that all conduits, junction boxes, raceways, and back boxes will be of the proper size and type to meet the project requirements.***
- B. Pre-installation Meetings
1. Meet with the Owner on the site and reach a written understanding regarding project conditions outside the A/V Systems Contractor's scope of work which will impact the timely completion of this contract.
 2. Items that must be coordinated include a schedule of access to equipment room and other areas where access will be required; security of the equipment room; secure storage for equipment and tools on site; cleanliness of the equipment room including both trash and dust; HVAC for the equipment room; technical power in the equipment room and other required locations; conduit and junction box completion; any wire pulling needed for this contract but not provided by the A/V Systems Contractor; any and all job site conditions that may impact the timely completion of this contract or its conclusion in excellent condition; and any and all other work that must be provided by others that is required for the timely completion of this contract or its conclusion in excellent condition.
 3. Develop an agreed timeline for all the above items, showing the last acceptable completion date for each item, and signed by the Owner and the representative of the A/V Systems Contractor.
 4. The Electrical Contractor for this project (if required) will be the in-house electricians or other subcontractor designated by the Owner or the Owner's Representative. The Contractor shall meet with the Owner's designated electrician and present them with a copy of the signed and approved timeline. Discuss the electrical issues on the timeline and make sure the time requirements are understood by the General Contractor, Electrical Contractor, and Owner.
 5. Meet with any other contractor whose work will impact the performance of this contract and coordinate as outlined above.
- C. Sequencing
1. As required, sequence work with the Owner and all trades present on the project.

2. Notify the Owner and/or Owner's Representative immediately of any issues of sequencing so that lost time, work stoppages, interference, and work inefficiencies do not occur.

D. Scheduling

1. Coordinate and schedule all on-site activities with the Owner.
2. A/V System Contractor shall work and complete all on-site tasks in accordance with the access to the site provided by the Owner.

1.04 SUBMITTALS

A. General

1. Submit A/V System product information, shop drawings, and samples to the Consultant for review. Begin submittals not later than ten (10) days after the date of Contract execution; failure to comply with this requirement shall be cause for cancellation of the contract, on the basis the selected Contractor does not have the ability or intention to comply with the specifications or schedule. Submit product data binders and submittal drawing information in not more than three submittals. If any submittal drawings are rejected, correct and resubmit within five (5) working days.
2. Obtain approval prior to ordering material or fabrication. Ordering, receipt, or assembly of any equipment before approval is done entirely at the risk of the Contractor, and any rework required is not a valid cause for delay to the project or additional cost to the Owner.

B. Product Data

1. Product data submittals to be submitted for review according to general project requirements. The Contractor shall utilize the project information management system (PIM). If hard copies are required, see specific submittal requirements below. The Contractor shall verify the project requirements before providing product data submittals for review.
2. Provide product data submittal as a single submittal for review.
 - a. ***Provide product data submittal for Consultant review organized with logical and consistent formatting such as font choice, font size, margins, page headers and footers showing project, spec section, date, page numbering, etc.***
 - b. ***Provide title sheet with Project Name, Owner, Specification Section, Date of Submittal, AV Contractor contact information, and any other pertinent project information.***
 - c. ***Provide a table of contents (TOC) outlining major sections as noted below. Include operable bookmarks and page numbers for major sections.***
 - d. ***Provide clear section labels and page breaks for each major section such that it is clear when one section ends and another starts.***
 - e. ***Organize product data submittal into the following six (6) major sections.***
 - f. ***Section I***
 1. Provide a complete bill of materials (BOM) in spreadsheet format of all major and minor products, hardware, and materials to be provided. Logically group according to specification format—as provided in appendix/appendices. Include any additional or ancillary items not shown in specification required for a complete and working system.
 2. See “Appendix Z: FORMATTING REQUIREMENTS FOR SUBMITTALS” for layout and formatting requirements.
 - g. ***Section II***
 1. Provide the manufacturer's product data sheet or specification sheet for all

- equipment and materials contained in this specification.
 2. Organize and present the manufacturers' product data sheets as provided in Section One BOM order. Full line catalogs, short form catalogs, user manuals, web prints, product pictures with little or no technical data, and unreadable photocopies are not acceptable.
 3. Remove extraneous and/or blank pages with no useful information.
 4. Remove any repeated information in non-English languages.
 5. If no specification sheet is available, excerpts from larger manufacturer information documents are acceptable. Adhere to the guidelines outlined above. Keep information provided relevant to pertinent technical data only and as brief as possible.
- h. Section III
1. Provide in spreadsheet format proposed project install cables and associated connectors. Provide the make, model, and the specific use conditions applicable to each cable type and associated connector. Provide ONLY the cables and connectors to be used for the project. "Typical" or "Standard" cable types and connectors shall be rejected and required for resubmission.
 2. See "Appendix Z: FORMATTING REQUIREMENTS FOR SUBMITTALS" for layout and formatting requirements.
 3. Provide the manufacturer's product literature for all cables and connectors.
 4. Organize and present the manufacturers' product data sheets as provided in Section Three project cable types and connectors spreadsheet order. Full line catalogs, short form catalogs, user manuals, web prints, product pictures with little or no technical data, and unreadable photocopies are not acceptable.
 5. Remove extraneous and/or blank pages with no useful information.
 6. Remove any repeated information in non-English languages.
 7. If no specification sheet is available, excerpts from larger manufacturer information documents are acceptable. Adhere to the guidelines outlined above. Keep information provided relevant to pertinent technical data only and as brief as possible.
 8. Specifically note any proposed substitutions. *NOTE: Submittal of proposed substitution does not guarantee acceptance by Consultant. All substitutions are subject to approval. Ordering, receipt, or installation of any cabling prior to approval is done entirely at the risk of the Contractor. Any rework, removable, and or re-installation required is not a valid cause for delay to the project or additional cost to the Owner.*
- i. Section IV
1. Provide the manufacturer's product literature for any products which are proposed substitutes to the equipment contained in this specification. Full line catalogs, short form catalogs, user manuals, product pictures with little or no technical data, and unreadable photocopies are not acceptable. *NOTE: Submittal of proposed substitution does not guarantee acceptance by Consultant. All substitutions are subject to approval and ordering, receipt, or installation of any equipment prior to approval is done entirely at the risk of the Contractor. Any rework, removable, and or re-installation required is not a valid cause for delay to the project or additional cost to the Owner.*
 2. Remove extraneous and/or blank pages with no useful information.
 3. Remove any repeated information in non-English languages.
 4. If no specification sheet is available, excerpts from larger manufacturer documents are acceptable. Adhere to guidelines outlined above and keep information provided relevant to pertinent technical data only and as brief as possible.
- j. Section V
1. Provide a list showing coordination of selected frequencies for all wireless

- microphone systems. When multiple frequency block is available from a manufacturer, note the manufacturer's recommended block selection based on RF frequency coordination with TV channels and/or other local interference.
- k. Section VI
 1. Provide a schedule of finishes indicating proposed materials and color selections for all custom or exposed items subject to Owner's selection and approval not explicitly noted in the BOM.
 3. Electronic Submittal Requirements
 - a. **Submit one (1) portable document format (.PDF) file organized as outlined above.**
 - b. **Provide operable bookmarks for major sections outlined above.**
 - C. Shop Drawings
 1. Shop drawings to be submitted for review according to general project requirements: project information management system (PIM) or hardcopy. AV Contractor to verify project requirements before providing shop drawings submittals for review.
 2. Minimum drawing sheet size: 24" x 36" (Arch D).
 3. Execute drawings at an appropriate scale, but not smaller than 1/8" = 1'-0", utilizing architectural scale factors exclusively.
 4. Title, number, and note the scale on each drawing.
 5. Submit one (1) electronic reproducible set (portable document format .PDF).
 6. Submittal drawings shall contain sufficient information to describe specifically the work to be performed, the item(s) to be fabricated/manufactured, and to thoroughly and completely guide installers, technicians, and manufacturers in the assembly of the systems. "Typical" or "Boiler Plate" information related to Contractor's standard documentation package and/or means and methods should not be included.
 7. Drawings shall include but not necessarily be limited to the following:
 - a. Cover Sheet
 1. Provide a cover sheet that includes general project information, drawing release, date, project engineer (and/or draftsman), sheet index, and AV Contractor contact information.
 - b. Legend and General Notes
 1. Provide a legend and general notes clearly showing symbols and other abbreviations used. Include details clearly showing and dimensioning cable preparation details for each cable and connector utilized in the system.
 2. Provide a complete labeling approach, including the proposed lettering/numbering scheme and data format that cable log will be supplied in. Include representative equipment labeling sizes, styles, and numbering.
 - a) Follow AVIXA F501.01:2015 Cable Labeling for Audiovisual Systems standard.
 3. Provide a schedule (table) clearly showing the installed cable types and connectors to be used for the project. Provide information related to the make, model, plenum/non-plenum, and field conditions under each cable is to be specifically used.
 - a) Show ONLY the cables and connectors to be actually supplied and utilized on the project. Tables that are the "Typical" or "Standard" cable and connector types by the AV Contractor shall be rejected and shall be required for resubmission.
 - c. Floor Plans and Reflected Ceiling Plans
 1. Provide architecturally scaled floor plans and reflected ceiling plans that show

- the location of all AV equipment, racks, consoles, millwork, etc. Include device names and pertinent installation details.
- d. Sections and Elevations
 1. Provide architecturally scaled sections and elevations that show the location of all AV equipment, racks, consoles, millwork, etc. Include device names and pertinent installation details.
 2. Include detailed drawings of loudspeaker installation, showing the location, orientation, and support and aiming system for each case. Verify load ratings of all hanging components including attachment hardware.
 3. Include detailed drawings of video equipment installation (e.g., projection screens, video projector mounting, LCD television mounting, etc.), showing the location, orientation, and support system for each case. Verify load ratings of all hanging/installation components including attachment hardware.
 - e. Wiring diagrams
 1. Provide complete, detailed wiring diagrams for all systems, based on the contract drawings, but with the addition of:
 - a) Cable types, identification, and color codes
 - b) Cable numbers (as detailed above).
 - c) Details of connections, both at equipment and between equipment racks and furniture and wiring in the building
 - d) Application of connector models and types
 - e) Comply with AES, ANSI, IEC, and ISO recommendations and standards.
 - f) Schematic drawings of any custom circuitry or equipment modifications, including connector pinouts and component part lists.
 - f. Patch Panels and Custom Plates and Panels
 1. Provide shop drawings of actual machine shop drawings since plates and panels are to be fabricated exactly as shown on the submittal drawings. If discrepancies are discovered by the Contractor due to errors or modification of a manufactured product, these must be called to the attention of the Consultant and propose their resolution on the Submittal Drawings.
 2. Engraving details and requirements for patch panel and rack labels.
 3. Finishes/Colors
 - g. Rack Elevations
 1. Provide vertical elevation drawings for all equipment racks regardless of size showing all major equipment, shelves, drawers, vents, and other rack mount hardware.
 2. Provide dimensions, wire routing, cabling, and support details, AC power outlet and ground buss locations, location of transformers, relays, accessories, etc.
 - h. Consoles, Enclosures, Tables, and Supports
 1. Provide detailed construction drawings of cabinetwork and metalwork, including materials, finishes, adhesives, and fasteners.
8. References may be made in specification paragraphs to a requirement for submittal drawings for that particular item. Such references do not define the only items requiring submittal drawings.
 9. Do not consider the Consultant's review of submittals to be exhaustive or complete in every detail. Approval of shop drawings and submittals indicates only the acceptance of the manufacturer, model, materials, general design or method of construction, and quality.
 10. Requirements, arrangements, quantities, and installation must comply with the contract documents unless specifically approved to the contrary. Submittal approval does not relieve the Contractor of responsibility for errors in dimensions, details, sizes, fit, etc., or for coordinating items with actual building conditions and dimensions.

11. Submittals which, in the Consultant's opinion, are incomplete, deviate significantly from the requirements of the Contract Documents, or contain numerous errors, will be rejected and returned without review for rework and resubmittal.

D. Samples

1. Provide product samples as required herein or as requested by Consultant, Architect, or Owner.
2. Submit electronic copies of any custom programming including source code. Include printed copies of all control screens, wiring pages, etc.

E. Test and Evaluation Reports

1. Shop Testing
 - a. A/V equipment racks shall be populated, wired, and tested to the fullest extent possible in the Contractor's shop prior to shipping to the job site.
 - b. When applicable, measure, and record the DC resistance between the racks ground bus bar and the chassis of all rack-mounted components. Also measure and record the DC resistance between the rack ground bus bar and the signal common for all components.
2. Field Testing
 - a. Before delivery of equipment to the job site, submit any test reports for all measurements specified under Shop Testing above.
 - b. Before delivery to the job site, submit photographs depicting the quality of wiring and grounding within equipment racks.
 - c. Immediately after installation, submit photographs showing cable entries and terminations within equipment racks, enclosures and pedestals at the job site.
 - d. All loudspeakers and loudspeaker assemblies shall be tested by the Contractor in the Contractor's shop before delivery to the site.
 - e. Make all equipment including loudspeakers available for testing by the Consultant on the site before installation

F. Questions

1. Submit questions about the Drawings and Specification to the Consultant in writing.

1.05 CLOSEOUT SUBMITTALS

A. Maintenance Contracts

1. Provide in writing any maintenance contracts included in the project.

B. Operation and Maintenance Data

1. Prepare Operation and Maintenance manuals as outlined below. Directly submit one (1) PDF copy of each manual to the Consultant for review at least ten days prior to acceptance testing. After review, make corrections and additions required by the Consultant. After approval, deliver two (2) approved printed copies of the System Reference Manual to the Owner unless otherwise directed by the General Project Requirements or the Owner or the Owner's Representative.
 - a. Assume the intended reader of the manual to be technically inexperienced and unfamiliar with the facility.
 - b. Utilize three-ring binders not exceeding 3" spine size, with full-size clear vinyl pockets on front cover and spine.
 - c. Provide title sheets for both cover and spine identifying the project and the system, room, or area covered by that manual; title sheets shall be printed in ink on heavy

- paper and fill the entire cover or spine pocket.
- d. Divide the manual into two or more binders
 1. Part I shall consist of the Systems Reference Manual
 2. Part II shall consist of the Maintenance Manual(s)
 3. Part III shall consist of the Warranty Reference
 4. The first section of each binder shall be a Table of Contents
 5. Provide tabular dividers on heavy paper with permanent laser printed legends for the sections identified below.
 6. Correct and update the System Reference and Maintenance Manuals, if necessary, according to the Consultant's instructions after acceptance testing.
 7. Provide DVD or CD-ROM (unless otherwise requested by the Owner) copies of any training sessions for later review by the operators and maintenance staff
2. System Reference Manual (Part I)
- a. System Description
 1. Provide a typed description of each system including key features and operational concepts (e.g., remote control features, switching or routing functions, patch points, mixing and linking capabilities).
 - b. System Operation and Instructions
 1. Provide a "quick set-up" instructions (per space or system) oriented at inexperienced users under time pressure.
 2. Provide a "typical procedures" instructions (per space or system) for the operation of the equipment.
 3. Provide a "complete procedures" for the operation of the equipment as a system, organized by subsystem or activity.
 - c. Equipment Settings
 1. Provide a list of the settings of all semi-fixed controls, as finalized after Acceptance Testing. When these settings are in a software format, include software files with settings saved on them. Indicate the name of the product that the file is associated with and all file names on a label physically attached to all software provided.
 - d. As-Built Drawings
 1. Include corrected (as-built) wiring diagrams of each major subsystem, including plans showing locations and circuit numbers for all system outlets and receptacles, mounting and other pertinent details of the system installation, based on the contract drawings, at a reduced scale easy to handle but fully legible. Normal maximum drawing size: 24" x 36". Provide one additional full size bound set separately, as well as one electronic set in portable document format (.PDF) format for Owner and Consultant.
 2. Provide an additional set of reduced-size drawings placed in a pocket folder attached to the equipment rack for convenient future reference.
 - e. Manufacturers' Operation Manuals
 1. Provide manufacturer's instruction manuals for all items of equipment, incorporating manufacturer's warranty statements. Provide printed original manuals, not photocopies, unless more copies of a manual are required than the number of units in the total system. For custom circuits or modifications, provide a thorough description of the purpose, function, specifications, and operation.
 - f. Other Data
 1. Provide any other pertinent data generated during the project or required for future service.
3. Maintenance Manual (Part II)
- a. Contractor's Warranty

1. Include a clear statement of the terms and period of the Contractor's warranty; Contractor's service department phone and facsimile number(s) and hours; maintenance schedule; description of products recommended or provided for maintenance purposes; and instructions for the proper use of maintenance products.
 - b. Equipment List
 1. Provide a comprehensive list of all equipment by subsystem, tabulating the manufacturer, model, serial number, physical location, and wiring diagram drawing number and code.
 - c. Manufacturers' service manuals
 1. Provide manufacturers' service manuals for all major equipment items. For custom circuits or modifications, provide a thorough description of the purpose, function, specifications, and operation.
 - d. Performance Test Reports
 1. Include a copy system startup test report generated meeting the requirements outlined in Section 3 of this Specification, and test results generated during Commissioning of the system.
 - e. Maintenance Schedule
 1. Provide a recommended preventative maintenance schedule with reference to the applicable pages in the manufacturer's maintenance manuals. Where inadequate information is provided by the manufacturer, provide the information necessary for proper maintenance.
4. Warranty Documentation (Part III)
- a. Contractor's Warranty
 1. Include a clear statement of the terms and period of the Contractor's warranty; Contractor's service department phone and facsimile number(s) and hours; maintenance schedule; description of products recommended or provided for maintenance purposes; and instructions for the proper use of maintenance products.
 - b. Manufacturers' Warranty
 1. Provide a list of the various manufacturer's warranties for all the major equipment.
- C. Record Documentation
1. Keep a complete set of documents - contract and approved submittal - on the job, note any changes made during installation.
 2. Provide a corrected set of as-built shop drawings in PDF format showing the work as installed, with input and output levels noted, for review and inclusion in the Closeout Submittals.
- D. Software
1. Provide a properly licensed working copy of the latest version of any and all contractor-provided software required to operate or configure the systems specified herein shall be a part of the system supplied. This includes, but is not limited to, all software, firmware and hardware required for configuration, adjustment, diagnosis and repair.
 2. Software shall be fully documented, and that documentation shall be included.
 3. The Owner shall retain ownership of all software. This includes both out of the box software and custom scripting and control software as well as the associated source code.
 4. Software shall be included in its "installable" state on industry standard CD-ROM, USB flash drive, or another appropriate format. Back-up of the working software may be

provided as an additional inclusion. Disk images are unacceptable.

E. Logins and Passwords

1. Provide any logins and password required for the operation, maintenance, or modification of the AV Systems. This includes, but is not limited to, both hardware as well as software.
 - a. Audio DSP
 - b. Control Systems
 - c. Network Switches and Wireless Access Points
 - d. Configuration and Maintenance Computers
 - e. Touch Panel PIN numbers.
 - f. Any other password protected equipment.

1.06 MAINTENANCE MATERIAL SUBMITTALS

A. Spare Parts

1. The specification may list extra quantities over and above those needed for the installation. Such extra quantities are intended as Owner's on-site spares and are to be turned over to the owner during the training session. Spares may include fuses, lamps, power supplies, hard drives (pre-loaded with all software), rack screws, connectors, phoenix connectors, etc.

B. Keys

1. Submit in triplicate all keys required for access to, and operation of, the systems.

C. Tools

1. The specification may list tools that are to be provided and turned over to the owner during the training session. Tools may include crimpers (both ratchets and dies), adjustment tools, extraction tools, etc.
 - a. Provide manufacturer's storage case if applicable.

1.07 QUALITY ASSURANCE

A. Qualifications

1. The A/V system described in the Specification is a complex system requiring the services of a trained and experienced specialty contractor with the resources to carry out the project in a timely and professional manner.
2. A/V Contractor shall be a member of the AVIXA AV Provider of Excellence Program (APEX) or equivalent AV industry quality program.
3. A/V Integrator's project team members shall be recognized by the AVIXA certification process, and the team shall possess certifications by percentage of team members.
 - a. Engineers required CTS-D 30% or a minimum of one (1), CTS 70%
 - b. Supervisors required CTS-I 30% or a minimum of one (1), CTS 70%
 - c. Technicians and other installers CTS-I 10% or a minimum of one (1), CTS 40%, AVIXA Recognized AV Technologist 50%.
 - d. No technical staff may be without at least the AVIXA Recognized AV technologist certificate or equivalent independent qualification
4. Unless specifically pre-qualified for the project (see Part 3.1), the A/V Contractor shall demonstrate previous experience in the engineering and installation of A/V systems for similar projects and provide the following information with their proposal.

- a. AV project team resumes.
 - b. AV project team industry qualifications and certificates.
 - c. AV project team organizational chart
 - d. Corporate AV industry membership certificates.
 - e. Five (5) project references with telephone and e-mail contact information for past completed projects of a similar nature. This shall include both examples of previous work through photographs and example submittals.
 - f. Sample shop drawings—schematic and layout
 - g. Sample photographs from past projects including front and rear rack assemblies.
 - h. Details of the A/V Contractor's workshop(s).
 - i. List of the A/V Contractor's workshop tools and test equipment.
- B. Continuity of Supervision
1. The Contractor shall maintain the same individual in charge of work for the full duration of the project unless illness, loss of personnel, or other circumstances beyond the control of the Contractor intervene.
- C. Certifications
1. As required, all certifications shall be current, and the organization or individual(s) shall be in good standing with the certifying entity.
- D. Regulatory Requirements.
1. Obtain all permits necessary for the execution of any work pertaining to the installation or operation of any system equipment by the Owner. Comply with applicable federal, state, and local labor and union regulations.
 2. Execute all work in accordance with the National Electrical Code, the National Electrical Safety Code, the Life Safety Code, and all applicable federal, state, and local codes, laws, ordinances, regulations, and requirements including, but not limited to, those of OSHA, EEOC, ATBCB, ADA, ANSI, UL, and the FCC. If a conflict exists between the contract documents and any code or regulation and is reported to the Consultant sufficiently before bid opening, the Consultant will prepare the clarification required. Where a conflict is reported after the contract is awarded, propose a resolution of the conflict and, upon approval of the change, install the work
- E. Construction Observation
1. The failure of the Consultant or another representative of The Architect or Owner to condemn any defective work or material shall not release the Contractor from the obligation to at once tear out, remove, and replace the same at any time prior to final acceptance upon discovery of said defective work or material.
- F. Safety
1. Site Safety and Personal Protection Equipment
 - a. Contractor shall adhere to all site safety requirements as directed by the Owner, Owner's Representative, Building or Site Supervisor including, but not limited to general project safety training and/or site-specific training for possible contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.
 - b. Contractor shall adhere to all PPE (personal protective equipment) requirements.
 - c. These requirements shall include, but not be limited to, any personnel assigned to the project that may perform work onsite including project engineers, project managers, installers, programmers, and/or other technicians.
 - d. Contractor shall keep all safety certifications in full force until all work is completed and accepted by the Owner.
 2. Seismic Safety

- a. Observe mechanical and electrical support means of all installed equipment as required for the seismic hazard zone for this installation. Refer to Federal Emergency Management Agency (FEMA) Document 303: Recommended Provisions for Seismic Regulations for New Buildings and Other Structures. Also refer to any applicable local building codes.
 - b. All equipment racks are to be anchored with suitable anchors to meet safety standards.
 - c. Appropriate safety attachments as required for overhead mounting of devices.
 - d. Shock and/or vibration isolation of equipment or fixtures as required.
3. Asbestos Prohibition
- a. No Asbestos containing materials shall be used under this section. The contractor shall ensure that all materials incorporated in the project are Asbestos free unless specifically authorized in writing by the Owner.

1.08 DELIVERY, STORAGE, AND HANDLING

A. Delivery and Acceptance Requirements

1. Coordinate with Owner's Representative for any equipment and materials to be delivered on site.
2. All equipment shall be assembled in the Contractor's shop into equipment racks, furniture, or other assemblies, and fully wired and tested before delivery to the site.
3. Do not ship, or cause to be shipped to the site, any material without first ensuring secure dust-free storage facilities are available, and HVAC system is operating.

B. Storage and Handling Requirements

1. Coordinate with Owner's Representative for any equipment and materials to be stored on site.
2. Store and protect products and material in accordance with common sense and the manufacturer's recommendations, regardless of location.
3. As needed, provide for a secure storage location for any products and materials stored on site.

C. Waste Management

1. Coordinate with the Owner, Owner's Representative, and/or Building Superintendent for the disposal of packaging as well as other debris and waste materials caused by the installation from the site to an approved common trash point or receptacle.
2. Participate in any project construction and demolition waste management plans (LEED).
3. In lieu of any specific project construction and demolition waste management plans, the Contractor is encouraged to develop and maintain an AV waste management plan that diverts equipment packaging and construction waste away from landfills and towards recycling facilities (plastic, cardboard, paper, wood, steel, etc.). The intent shall be to reduce construction and demolition waste disposed of in landfills and incineration facilities by recovering, reusing, and recycling materials.
4. Keep work area neat and orderly and free from accumulation of waste materials.

1.09 FIELD CONDITIONS

A. Ambient Conditions

1. All locations where any portion of the equipment specified in this Section is installed must be temperature and humidity controlled, clean, and dust free.
2. Conditions suitable for office work and equipment shall be acceptable.
3. Do not power up equipment unless you have a source of clean technical power, and the HVAC system is operating correctly.
4. Verify all conditions on the job site applicable to this work. Notify Owner and Consultant in writing of conflicts, discrepancies, or omissions promptly upon discovery.
5. Specific items will dissipate heat and must be provided with additional airflow and cooling. Make sure adequate HVAC is supplied to equipment spaces to remove the heat generated on a year-round basis.
6. The drawings diagrammatically show conduit, wiring, and arrangements of equipment fitting the space available without interference. If conditions exist at the job site which make it impossible or disadvantageous to install the work as shown, recommend solutions and/or submit drawings for approval showing how the work may be installed.

1.10 **INSURANCE**

- A. Insure materials against theft, vandalism, damage due to the elements, fire, etc., to their full value. Materials and the flawless condition of materials shall remain the responsibility of the A/V System Contractor until acceptance of the system by the Owner.
- B. Provide policies of insurance from reputable companies, in amounts sufficient to protect the Owner from any and all claims, actions, demands, losses, costs, judgments, or damages. The Contractor shall be required to adhere to the General Terms and Conditions and hold the project minimums as set forth by the contract documents. If not specifically called out, the following shall be the minimum amounts required:
 1. Workman's Compensation and Liability for all personnel as required by law.
 2. Motor Vehicle Liability, including coverage for owned, non-owned, and hired vehicles, with combined single limits of \$1,000,000 per occurrence.
 3. Commercial General Liability, including coverage for premises/operations and personal injury, with limits of \$1,000,000 per occurrence.
- C. Furnish certificate evidence of the insurance, and copies of policies, to the Owner prior to execution of a Contract.
- D. Keep insurance in full force until all work is completed and accepted by the Owner. Insurance shall be modified or canceled only on written notice to the Owner, given thirty (30) days in advance, with replacement policies going immediately into effect.

1.11 **WARRANTY AND BOND**

- A. Contractor's Warranty
 1. Labor and materials provided under this contract shall be warranted for one (1) year following the date of final acceptance to be free of defects and deficiencies, and to conform to the drawings and specifications as to kind, quality, function, and characteristics. Certain individual pieces of equipment may be covered for a longer period as provided in a specific manufacturer's warranty. Rectify defects occurring in labor or materials within the Warranty period by replacement or repair without charge. Projection lamps are excluded from this Warranty unless damage or failure is the result of defective material or workmanship covered by Warranty, or work performed under warranty.

2. Within the warranty period, respond to service calls within twenty-four hours, and correct the problem within forty-eight hours if at all possible.
 3. Contractor shall be responsible for all labor costs and transportation of equipment costs within 100 miles of the UCCS Campus during the 1-year warranty period.
- B. Manufacturers' Warranty
1. Register warranty in the Owner's name for any product with a manufacturer's warranty stipulated in the Contract Documents.
- C. Extended Correction Period
1. Three months after final acceptance, the Owner reserves the right to direct additional minor changes to the control system software. Such changes shall be made without additional cost to the Owner.

PART 2 - PRODUCTS

2.01 OWNER FURNISHED PRODUCTS

- A. New Products
1. Spectrum Industries – Lectern w/ integrated equipment rack

2.02 EQUIPMENT

- A. Description
1. See "APPENDIX A: A/V SYSTEMS FUNCTIONAL DESCRIPTION"
- B. Equipment
1. See "APPENDIX B: A/V SYSTEMS EQUIPMENT LIST"
- C. Purchasing
1. All Crestron equipment shall include Owner's Crestron A+ Rewards Number:
 - a. 1009236
- D. Substitute Equipment
1. Materials and products specified herein establish the overall performance level as well as provide the physical appearance, component part quality, construction quality, and background of proven reliability desired by the Owner and therefore define the "minimum standards of quality" required for this project. Substitutions will generally not be considered unless the materials or products have been discontinued.
 2. If equipment or material other than that specified is proposed, furnish the Consultant a written request including a detailed specification sheet and any samples or information required for evaluation. Samples of specified equipment may be required as well as the proposed substitute to facilitate comparison.
 3. If required as a condition of accepting the proposed substitute, the Contractor shall Warranty the quality of the substitute item. Contractor shall recognize function, performance, appearance, size, utility of service, and accessory requirements are based upon the model or product cited in the specifications, and that if a substitute product varies in any respect and is approved, any additional cost incurred by such approval shall be borne by the Contractor;

4. Approval of a substitute, if and when given, does not relieve the Contractor, material/product supplier, or manufacturer of any responsibility whatsoever; but rather, they jointly assume the responsibility the material/product installed will meet the functions, intent, and performance required by the contract drawings and specifications;
5. Delay in the delivery of any substitute product or material shall not be cause for change to the construction schedule or completion date.
6. The drawings and specifications are based on specific equipment, processes, and arrangements. At no additional cost to the Owner, furnish accessories, parts, and equipment, and perform all work necessary, for the proper functioning and fit of any approved substitute item to the purpose, arrangement, and intent originally indicated.

2.03 ACCESSORIES

A. Equipment lists may exclude minor components in the interest of conciseness and clarity. Where these components are integral to a functionally and aesthetically complete system, the Contractor shall without additional compensation provide them as outlined herein. This shall include manufacture's rack mount kits, power supplies, rack blank/vent panels, power distribution, cable management, etc.

PART 3 - EXECUTION

3.01 INSTALLERS

A. General

1. All installation work shall be performed by experienced AV Contractors skilled and practiced in the proper techniques required for the activity involved.

B. Substitution Limitations

1. Other Installers shall be considered acceptable provided they can demonstrate the qualifications outlined above. Refer to Part 1, Article "1.7 Quality Assurance", Paragraph "A. Qualifications."
2. Submittal of qualifications shall not mean acceptance or approval to bid on the systems defined herein.

3.02 EXAMINATION

A. Verification of Conditions

1. Verify all conditions on the job site applicable to this work. Notify Owner and Consultant in writing of conflicts, discrepancies, or omissions promptly upon discovery.
2. All locations where any portion of the equipment specified in this Section is installed must be temperature and humidity controlled, clean, and dust free.
3. If conditions exist at the job site which make it impossible or disadvantageous to install the work as shown, recommend solutions and/or submit drawings for approval showing how the work may be installed.

B. Pre-installation Testing

1. Install equipment into racks and furniture consoles and fully wire and test before delivery to the job site. If it is impractical to ship certain items installed in a console or rack, assemble, wire, and test in shop; then remove, ship separately, and reinstall at site.

2. Permanently mount all equipment; no equipment shall be installed loose or secured or suspended only by signal or power cables.
3. Panels or equipment mounted on rear rack rails shall not block clear access to the rear of any front mounted components or their wiring.
4. Mount racks on rubber isolation mat (Mason Industries Super W Pad or equal) when installing on steel or concrete floors, unless the rack is to be equipped with wheels (casters).

3.03 PREPARATION

A. Protection of In-Place Conditions

1. The contractor shall make reasonable accommodation to protect the surrounding areas and surfaces during the installation of the A/V Systems.
2. If the integrity of the surrounding areas and/or surfaces is in jeopardy, the A/V contractor shall notify the Owner or the Owner's Representative, Building or Site Supervisor immediately and coordinate an appropriate action plan to protect the surrounding areas from damage.

B. Demolition/Removal

1. Coordinate with the Owner or the Owner's Representative any requirements for the demolition/removal of existing A/V systems or equipment.
2. Coordinate the storage of any identified equipment to be removed and reused for the project.

3.04 INSTALLATION

A. General

1. Execute all work in accordance with the NEC, NESC, and with all local and state codes, ordinances, and regulations.
2. Coordinate work with all other trades to avoid causing delays in construction schedule. Expedite the delivery of equipment and materials and provide additional labor if required to meet the construction schedule.
3. Mount all equipment to be installed over public areas in a manner adequate to support the equipment loads with a minimum 10:1 safety factor or as specified by the Owner, using methods approved by the Owner. Awarded contractor to comply with all safety requirements. Requirements to be supplied to AV Contractor upon award.
4. Colors and finishes of all exposed and custom fabricated items and labels to blend in with the surroundings as approved by the Owner in the submittal process.
5. Install equipment in accordance with manufacturers' recommendations. Ensure that levels and impedances are properly matched between components. Verify that projector distances and lenses are appropriate for the corresponding screen sizes.

B. Mechanical

1. All equipment and enclosures shall be aligned, matched, true, plumb and square. All equipment, except portable equipment, shall be permanently attached and held firmly in place. Supports shall be designed to support loads with a safety factor of at least three, without sag or deflection.
2. Permanently mount all equipment; no equipment shall be installed loose or secured or

suspended only by signal or power cables.

3. Panels or equipment mounted on rear rack rails shall not block clear access to the rear of any front mounted components or their wiring.
4. Mount racks on rubber isolation mat (Mason Industries Super W Pad or equal) when installing on steel or concrete floors, unless the rack is to be equipped with wheels (casters).
5. Provide ventilation adequate to keep the temperature within the rack(s) below 85 degrees F. Provide an approved low noise ventilation fan in each rack only if the temperature in the rack rises above 85 degrees when powered continuously for five hours.
6. Cover edges of cable pass-through holes in chassis, racks, boxes, etc., with rubber grommets or Brady GRNY nylon grommetting.

C. Wiring

1. Coordinate the final connection of power and ground wiring to junction box(es). Power and ground wiring shall be hardwired directly to power contactors and ground busses to ensure uninterrupted operation.
2. Execute wiring in strict adherence to the highest standards of acknowledged industry and professional practice.
3. Take whatever precautions are necessary to prevent and guard against electromagnetic and electrostatic hum. For permanently installed line level audio circuits, ground cable shields at the output of the source device and float at the input of the destination device. If RF interference is encountered, place an RC network between the floated shield and the input ground.
4. All wire, after being cut and stripped, shall have the wire strands twisted back to their original lay and terminated by approved soldered or mechanical means. No bare wire ends are acceptable. Cables with wire shields, braid or wound, must use all the wire conductors for shield termination, and not just a drain wire or some of the shield strands. Connections not following this requirement will be rejected. Foil shielded cables only provided with a drain wire must use the drain wire for shield termination. Fold shields or drain wires not connected back over the cable jacket and cover with heat shrinkable tubing; do not cut off unused shields or drain wires. Dress the shield or drain wires with Teflon tubing, and install heat shrinkable tubing over the junction of the fanout and outer jacket.
5. Exercise care in wiring; damage to cables or equipment will not be accepted. Isolate cables of different signal types or levels, and separate, organize, and route cabling to prevent crosstalk or feedback oscillation in any amplifier section. In all cases, separate wiring for microphone signals, audio line level signals, loudspeakers, video, control, RF, and power into groups.
6. Rack Wiring. Contractor shall follow AVIXA F502.01:2018 "Rack Building for Audiovisual Systems" standard. Adhere to all cable management and signal separation recommendations/best practices. Run wiring vertically inside adequately sized plastic raceways, or employ an equivalent bundling and support system, to maintain a clear and organized appearance. Support all horizontal wiring using horizontal support bars as needed. Route AC cords directly to the side of the rack, under or over the equipment chassis, and then back to the power outlets, tying the excess cord only at the side of the rack. Organize cabling so that signal and AC cords are in the least possible proximity.
7. All wiring and connections shall be completely visible and labeled in the rack.
8. No splices shall exist in any length of cable run unless specifically shown on the contract drawings at a designated junction enclosure. All cables shall originate and terminate at

- active or passive devices. Where several devices are in close proximity, utilize approved housing-to-housing connectors and adapters; all such adapters shall be rotational.
9. Do not wire any cables with a polarity reversal between connectors, end for end, unless required by the manufacturer for operation. Connect all loudspeakers electrically in phase and of consistent polarity, using the same wire color code for loudspeaker wiring throughout the project. Note that different manufacturers employ differing color coding conventions for driver terminals. Wire all drivers - cone, compression, ribbon, or any other type - so that a positive voltage at the power amplifier "+" terminal causes a positive acoustic pressure out of the driver/enclosure system.
 10. For cables terminating at an interface or connection plate mounted on or in an enclosure, dress cables so as to allow removal of the plate from the enclosure and sufficient cable length for service or re-termination. In these circumstances, the plate shall set on the floor or freely swing clear.
 11. Install cables without sharp bends or distortion. Where limited clearance prevents the manufacturer's recommended minimum bend radius from being observed, such as in junction boxes, provide a right angle or similar connector.
 12. All expansion loops must be neat, and roughly the same size to provide for ease of servicing in the future.
 13. In pulling cable, do not bend to less than the manufacturer's recommended radius. Employ temporary guides, sheaves, rollers, or other tools to prevent excessive tension or abrasion to the cable(s). Pull cable with tensions, tools, and lubricants recommended by the manufacturer.
 14. Prepare television system semi-rigid cable in accordance with manufacturer's recommendations, with approved coring, cleaning, preparation and assembly tools. Do not score center conductor; utilize tubing cutters to trim the outer conductor. Completely de-burr all conductors. Utilize approved center conductor cleaning tool; degrease the connector and cable prior to termination. Torque connectors to the manufacturer's recommended values.
 15. All coaxial or triaxial video or RF connections to plates or panels in boxes, pedestals, racks or any similar location with limited clearance that would prevent that the associated cable manufacturer's minimum bend radius from being strictly observed shall be provided with the appropriate right angle or similar adapter as appropriate.
 16. All cable installed under this specification which is to be terminated by others for "future" or Owner Furnished Equipment (OFE) in racks, shall be provided with ten (10) feet of slack when dressing to the location of future or OFE equipment. All cable installed under this specification which is to be terminated by others shall be provided with twenty (20) feet of slack when ending in a rack enclosure. All cable provided under this specifications, to be terminated by others, shall be provided with fifty (50) feet of slack when terminating in an equipment room without a clear point of demarcation, or in a group of racks where the destination is not known.
 17. Network Wiring:
 - a. Unless specifically called out for a connection, all data cabling is to be Unshielded Twisted Pair (UTP). The minimum acceptable performance rating for UTP and all associated connectors is Category 6 (CAT 6). All completed Links including all components making up a complete interconnection link between two Ethernet components shall be tested after installation and certified to meet or exceed CAT 6 Gigabit Ethernet performance requirements.
 1. Full test results for every complete Link, Permanent Link, and Patchcord must be made available in printed form as part of the Record Documentation before

Acceptance Testing.

- b. No UTP cable may exceed 90 meters in length. All permanently installed UTP must be 4-pair solid wire and terminated according to the connector manufacturer's instructions in outlets certified as meeting CAT 6 or better specifications.
- c. In no circumstances may solid wire UTP be terminated in RJ-45 plugs not certified by the manufacturer specifically for solid wire.
- d. All UTP patch cords must be factory made and certified by their manufacturer as meeting at least CAT 6 performance. These patch cords must be made with 4 pair stranded wire. Unless otherwise noted, all patch cords must be provided with strain relief boots.
- e. All UTP wiring shall follow the EIA/TIA 568B color code.
- f. Under no circumstances may more than 1/2" of the pairs in a UTP be untwisted as terminated in a connector, nor may more than 1/2" of a pair be exposed past the end of the jacket of the UTP.
- g. Interconnections between Ethernet switches may require that the patch cord at one end be a crossover cable. If the switches in question require a crossover cable for proper operation, supply the appropriately wired cable at one end. All crossover cables must be prominently marked indicating they are not normal straight-through cables.
- h. All UTP cabling must be installed following industry standard minimum spacing requirements for specific electromagnetic interference sources as outlined in the NEC/NFPA 70 Article 800-52.
- i. Ordinary plastic cable ties are not permitted on all UTP cabling. Plastic cable ties or anything else that can pinch the jacket of the UTP must be avoided. Use Velcro strap type ties as required.
- j. UTP cables must never be combed out so neatly that they run parallel to each other. Such a practice can cause "alien crosstalk" between the cables that run next to each other. Instead let the UTP cables run with a loose and random lay.
- k. UTP cables must never be bundled snugly together.
- l. UTP cables installed in Conduit or other wire ways must never exceed 40% fill.
- m. UTP cables must never have more than 25 lbs. (or the manufacturer's maximum recommended pull force if lower) of force applied while pulling into conduit or at any other time during installation.
- n. UTP cables must never be bent sharper than a 1" radius (2" diameter) bend even if straightened out afterward.

D. Connections

- 1. Microphone, Audio line, video, time code, MIDI, RF, and digital signal or control wiring shall be continuous and unbroken from connector plate/chassis to chassis/patch panel, unless a terminal, connector, or other splice is explicitly shown on the contract drawings.
 - a. In junction boxes Wago LEVER-NUTS® Splicing Connectors or PUSH WIRE® shall be acceptable. The Contractor shall note the use of these connectors in the shop drawing submittals.
- 2. Make all joints and connections with rosin core solder or with mechanical connectors approved by the Consultant.
- 3. Make all solder connections with rosin core solder; employ temperature controlled soldering irons of wattage appropriate to the specific work involved. Soldering guns or unregulated irons are unacceptable.
- 4. Where spade lugs are used, crimp properly with ratchet type tool. Spade lugs shall be gold or nickel plated to match the receiving binding post or terminal.
- 5. Conventional non-ratcheting crimping tools are not acceptable.

6. Where terminal blocks are used, utilize Phoenix Contact MBK 2.5/E or MBK 5/E mounted on NS 35/7.5 DIN mounting rails or approved equal. All terminal blocks shall be fully exposed, labeled, and mounted on 1/2" birch veneer plywood board primed and painted two coats latex enamel or rack panels.
7. Make all connections with connectors specified herein. Employ XLR and BNC connectors wherever possible in preference to screw terminals, terminal strips, or phono connectors. All connectors employed shall be designed specifically for the cable in use.
8. Make connections to loudspeaker transformers with properly sized closed end connectors crimped with factory approved ratchet type tools, or terminal blocks.
9. All coaxial connectors shall be installed using the appropriate hexagonal die crimp tool or compression crimp tool that is correct for the combination of cable and connector. Non-ratcheting type crimping tools are not acceptable; the presence of such tools on the job site shall be interpreted as evidence of mechanical connections made incorrectly and shall provide sufficient grounds for rejection of all mechanical connections in the system.
10. "Electrical" adhesive backed tape is not acceptable for any purpose whatsoever. Adhesive cable tie anchors are only acceptable when employed for routing, not support; in any case, do not fasten anchors to any equipment chassis.
11. Do not employ connector adapters. Wire nut, "Scotchlock," or "Beanie" connectors are not acceptable for any purpose.

E. Labeling

1. Provide engraved plastic Lamicoid (or similar) identification labels at the front of all equipment mounted in racks. Install labels in a neat, plumb, square, and permanent manner. Mount labels on the equipment rack, not on the equipment, or on blank rack panels if so directed. Where the rack vertical frame has a slightly recessed mid-section, match label width to the recessed section width. Similarly, provide engraved labels at the rear only of equipment mounted in furniture consoles or frames. Equipment labels should have two items of information; the first identifying the equipment type, i.e., "POWER AMPLIFIER"; and the second showing the wiring diagram code, i.e., "AMP1-01".
2. Unless otherwise noted, engraving on plates, panels, and labels shall be 1/8" high, and the typeface, sans serif. Use white letter fill on dark panels or push-buttons, and black fill on stainless steel or brushed natural aluminum plates or light-colored push-buttons. Fill safety or operational warning labels orange.
3. Embossed labels are not acceptable for any purpose.
4. Label all cables except patch cords at both ends with self-laminating labels. Handwritten labels are not acceptable. Contractor shall follow AVIXA F501.01:2015 Cable Labeling for Audiovisual Systems standard. Locate labels within 2" of the connectors, consistent with regard to orientation, dress, and distance from the connector. For connections to in-room panels or floor boxes, label on cable should match panel engraving. For connections to portable equipment, label on cable should match device engraving.
5. Label each terminal strip with a unique identification code in addition to the numerical labels for each terminal (Phoenix Contact BN series). Show terminal strip codes on the system wiring diagrams.

3.05 RE-INSTALLATION

1. The process of acceptance testing may necessitate the moving or adjustment of certain components; perform without claim for additional payment.

3.06 FIELD QUALITY CONTROL

A. Field Tests and Inspections

1. Verify the following before beginning actual tests and adjustments on the system:
 - a. All electronic devices are properly grounded.
 - b. All powered devices have AC power from the proper circuit. All dedicated AC power circuits are properly wired, phased, and grounded.
 - c. Insulation and shrink tubing are present where required.
 - d. Dust, debris, solder splatter, etc. is removed.
 - e. All cable is dressed, routed, and labeled; all connections are properly made and consistent with regard to polarity.
2. Grounding System Tests.
 - a. Measure the DC resistance between the technical ground in any equipment rack or console and the main building ground. Resistance should be 0.15 ohms or less.
 - b. Verify that the Owner where applicable has connected the technical ground to building ground at only one location with 4 AWG or larger wire.
 - c. Measure the DC resistance between the signal ground at any connector plate and the conduit system.
 - d. Identify and correct any problems if within the A/V System scope of work; notify the Owner if a problem is in a related area of work.
3. The system shall be completely free of hum, parasitic oscillation, ground loops, RF interference, and any audible noise and distortion problems.

B. Non-Conforming Work

1. All identified non-conforming work shall be documented and remedied at no additional cost to the owner.
2. Any non-conforming work shall be subject to additional verification prior to acceptance.

3.07 SYSTEM START-UP

A. Audio System Tests

1. Perform the following tests and adjustments, supplying all test equipment required. Set for slow meter damping and A or Linear weighting as required. Document all tests and complete measurement results including wire number, date, test equipment used, operator, and test results. If any problems are detected in testing, correct the problem, and retest. Make corrections necessary to bring the system(s) into compliance with the specifications.
 - a. Test all cables as installed for shorts between conductors or to building ground and opens.
 - b. Measure the loop resistance of all loudspeaker cables.
 - c. Measure and record the impedance of each loudspeaker line circuit terminating at the equipment rack, with loudspeakers connected, over the entire frequency range from 20 Hz to 20 kHz.
 - d. Adjust the gain of each active device to provide an optimum signal-to-noise ratio and 18 to 20 dB headroom. Record input and output levels at each step in the signal chain.
 - e. Measure and record overall system hum and noise level of each mic or line amplifier with controls set so that -50 dBu microphone input or +4 dBu line level input would drive the system to full amplifier output. Terminate inputs with appropriately sized shielded resistors (150 ohms typical) for this test.

- f. Measure and record system electrical frequency response for each input channel through power amplifier output with all filters and equalization bypassed in the DSP. Deviation shall not exceed $\pm .75$ dB within the range 20 Hz to 20 kHz.
- g. Check system to assure freedom from oscillation or stray RF pickup. Check all inputs without signal and with 500 Hz sine wave driving system to full average output. Detect unwanted signals on an oscilloscope at rack termination and over single loudspeakers connected at the farthest distance from the rack for each loudspeaker line.
- h. Apply a sinusoidal sweep signal to each loudspeaker system, sweeping from 50 to 5000 Hz at a level 10 dB below full amplifier output, and listen for rattles or objectionable noise. Correct any rattles or noise that is discovered.
- i. Check the polarity of all loudspeakers with an electronic polarity checker, and by applying music program or pink noise signal to the system while walking through the transition areas of coverage from one loudspeaker to the next. The transition should be smooth with no apparent shift in source from one loudspeaker to the next.
- j. Wireless Systems
 1. Ensure that all wireless systems operate on different frequencies from each other and from any other transmitters in the area.
 2. Coordinate frequency selection for compatibility with local RF environment.

B. Video System Tests

1. Verify performance of all video connecting cables, as specified herein. Continuity tests are not acceptable. Document all tests and complete measurement results including wire number, date, test equipment used, operator, and test results. If any problems are detected in testing, correct the problem, and retest. Replace any defective cable without claim prior to continuing tests.
2. Perform video signal parameter tests on individual items of equipment, and the work as a whole in accordance with EIA, SMPTE and AES Recommended Practices and other recognized standards as listed under REFERENCES.
 - a. Projection Systems Performance
 1. Verify optical performance of projection devices to ANSI Standards using standard test signals connected directly to the device under adjustment.
 2. Set devices level and true prior to adjustment, and mark positions for future reference.
 3. Complete device's optical adjustments for focus, centering, geometry and registration prior to applying any electronic corrections.
 4. Do not under any circumstances apply corrections at signal sources to compensate for errors in device alignment or adjustment, or timing errors in source material.
 5. Set brightness and contrast using reference test signals connected directly to the device. Adjust grayscale and grayscale tracking using ramp or stair step test signals. Set overall brightness and contrast with pluge and white flag signal.
 6. Reconnect the projection devices to the system as a whole and verify performance of completed installations. Check that registration has not been affected by timing errors occurring elsewhere on all sources. Verify that source signal levels are consistent and match the reference levels set by the standard test signals. Correct any deficiencies noted.
 7. Record lamp operating hours at the conclusion of adjustments.
 - b. Video System Tests
 1. Test and document all links for compliance with SMPTE standards.
 2. Verify performance of all video cables to SMPTE digital video standards using a test signal (Color Bars) connected directly to the device under adjustment.

- a) Use professional level 0.800 volt peak-to-peak digital video test source with digital test signals. Recommended Tektronix SPG700 with OPT SDI (provides 3G/HD/SD-SDI signal outputs).
 - b) Use professional waveform monitor with physical layer test abilities. Recommended Tektronix WFM2300 with Option 3G (provides 3G HD-SDI signal inputs).
3. Perform Eye-pattern Testing
 - a) Verify cable length and cable loss. Compare measured cable loss to distance and manufacturer's stated performance of the entire video link (cable and connector).
 - b) Verify signal amplitude, risetime, and overshoot.
 - c) Eye-pattern shall be open (or equalized open) and symmetrical.
 - d) Observe any overshoot and undershoots on the eye display indicating improper termination
 4. SMPTE Digital Video Performance Standards
 - a) Analog NTSC Video: Test all links to SMPTE 259M standard.
 - b) SD-SDI (SMTPE 259M): 30 dB loss at 1/2 the data clock frequency (135 MHz)
 - c) HD-SDI/3G HD-SDI (SMPTE 292M/SMPTE 424M): 20 dB loss at 1/2 the data clock frequency (743 MHz/1.485 GHz).
- c. CATV System Tests
1. Check all paths and outlets for appropriate compliance with the Performance Standards. Measure levels at all feeder termination points. Compare actual values to design calculations and investigate any difference of more than 2 dB, rectify or justify these discrepancies to the satisfaction of the Owner. Document all tests and complete measurement results including wire number, date, test equipment used, operator, and test results. If any problems are detected in testing, correct the problem, and retest.
 2. Television Distribution System amplitude standards:
 - a) Minimum visual sync-tip level: +3 dBmV
 - b) Maximum visual sync-tip level: +10 dBmV
 3. CATV Cable Testing: Each Trunk Cable line shall be inspected for proper termination:
 - a) Using a standard TV receiver connected to each outlet, observe picture quality. No visible components of cross modulation (windshield wiper effect), ghosting, noise, or beat interference shall appear on the screen of the receiver tuned to any normal signal.
 - b) Carrier-to-noise test shall employ an approved field strength meter. Measurements shall be made at the termination of each Trunk Cable and system extremity. With the normal levels in the system, the field strength meter shall be tuned to the picture carrier of each channel in turn, and the meter reading noted. Tune the field strength meter to an unused portion of the spectrum within the passband, read the level of remaining noise in the absence of the signal and algebraically add the meter bandwidth correction factor. Record the difference between the two readings. Provide calculations or the manufacturer's data concerning the bandwidth correction factor.
 - c) System flatness, both forward and reverse, test shall employ an approved high-level sweep transmitter receiver pair. Sweep measurements shall be taken at the termination of every branch line termination in the system. Where possible, record sweep results by photographic or computer data logging means.

C. Network Tests

1. Check all paths and outlets for appropriate compliance with the Performance Standards. Document all tests and complete measurement results including wire number, date, test equipment used, operator, and test results. If any problems are detected in testing, correct the problem, and retest.
2. Certify all data cables to Category 6 (Draft 9a) or better using a tester capable of 350 MHz measurements such as Fluke DSP-4300, Agilent WireScope 350 or equivalent.

D. Report

1. Upon completion of the initial tests and adjustments, submit a written report of tests to the Consultant along with all documents, diagrams, and record drawings required herein. The Report shall include the date of each test, pertinent conditions such as control settings, etc., test circuit, and test equipment employed. In addition, submit written notification that the installation has been completed in accordance with the requirements of the Contract Documents, and is ready for acceptance testing.

3.08 COMMISSIONING

A. Provide the following test equipment on site and available to the Consultant during commissioning. Assure scaffolding or other temporary access equipment is in place if needed for inspection.

1. Tools, including screwdrivers, pliers, cutters, wire strippers, nut drivers, ratchet crimpers, heat gun, controlled temperature soldering unit, ladders, flashlights, measuring tapes, electric drills, long and short precision levels, etc.
2. Sound Pressure Level Meter. The meter shall meet ANSI S1.4 1971 Type 1 standards, with an octave band filter set and A, C, and Linear weighting filters. Provide stand for Type 1 microphone, and cables and interfaces to allow it to be used with the sound level meter, time windowed acoustical measurement system, or STI measurement device.
3. Portable Audio Spectrum Analyzer. Handheld unit with graphical display and internal filter sets for standard third-octave band response measurements.
4. Sine Wave Generator. Output: +4 dBu, 5 Hz to 50,000 Hz with less than 0.03 % THD into any load.
5. Pink Noise Source. Equal energy per octave bandwidth over the band 20 - 20,000 Hz, ± 1 dB (long-term average) at 0 dBu output. Stability: ± 2 dB per day.
6. Multimeter. Measurement range, DC to 100,000 Hz, true RMS reading, 100 mV to 300 V, 10 ma to 10A, direct dB reading, frequency counter. Acceptable: Fluke 8060A or equal.
7. Headphones.
8. Portable Video and Audio Generator and HDMI Analyzer.
 - a. HDMI Tx/Rx enabled testing of HDMI sink/source devices up to 300MHz.
 - b. Test analog RGB video for PCs.
 - c. HDMI 2.0 4:2:0 Testing. Generator patterns with 4:2:0 pixel encoding with 4K formats at 60Hz.
 - d. HDCP Verification. Show HDCP test on the sink. Show each of the key steps in authentication.
 - e. EDID Verification. Read sink EDID in human text, run partial EDID compliance test.
 - f. Aux Channel Monitoring. View hot plug events, EDID exchange, HDCP transactions and CEC message exchange with sink.
 - g. Status bar showing HDMI Out status.
 - h. Cable & Link Test (loopback).
 - i. 7" color touch screen.

- j. Acceptable: Quantum Data 780B with Aux Channel Emulation and Network Analyzer optional feature package.
 9. Adapter and test lead kit to allow any of the above to be connected to any circuit or connector in the system.
 10. Wire number machine as used to produce all the wire numbers for the project.
- B. Have on site during acceptance testing all parts and components that may be required to make system repairs and minor modifications to bring the system in the Consultant's opinion into compliance with the Specification. At a minimum these parts shall include:
1. All types of connectors used in the system. Plus, straight and right angle XLR 3, 4, and 5 pin connectors of both sexes, straight and right angle ¼" phone 3 conductor connectors of both sexes, RCA connectors of both sexes, "F" connectors, and BNC connectors, even if not used in the system.
 2. All types of wire used in the system.
 3. All types of hardware used in the system, plus an assorted hardware kit.
 4. All types of fuses used by equipment in the system.
- C. Commissioning will include the operation of each major system and any other components deemed necessary. The contractor will assist in this testing and provide the test equipment specified herein. Contractor shall provide at least one technician available for the entire commissioning period, at any time of the day, to assist in tests, adjustments, and final modifications. Furnish all labor, tools, and material required to make any necessary repairs, corrections, or adjustments.
- D. In the event the need for further adjustment or work becomes evident during acceptance testing, the Contractor will continue his work with a full labor complement until the system is acceptable, at no addition to the contract price. If approval is delayed because of defective equipment, or failure of equipment or installation to meet the requirements of these specifications, the Contractor will pay for additional time and expenses of the Consultant at the Consultant's standard rate in effect at that time, during an extension of the acceptance testing period.

3.09 CLEANING

- A. Remove all unnecessary tools and equipment, unused materials, packing materials, and debris from each area where Work has been completed unless designated for storage.
- B. Clean all areas around system equipment and be sure that the inside of each equipment rack is free of wire stripping and other debris.

3.10 CLOSEOUT ACTIVITIES

- A. Demonstration
 1. Upon completion of the Work, the Owner may elect to verify test data as part of the acceptance procedure. Provide personnel and equipment, at the convenience of the Owner, to reasonably demonstrate system performance and to assist with such tests without additional cost to the Owner.
- B. Training
 1. Provide EIGHT (8) hours instruction to Owner designated personnel on the use and operation of the system. This training must be provided in accordance with a schedule acceptable to the Owner. The instructor should be fully knowledgeable and qualified in system operation. The System Reference Manuals should be complete, approved, and

on-site at the time of this instruction.

C. First Use

1. The A/V Contractor shall provide a person familiar with the system to be present at the first formal use of the system.

3.11 **PROTECTION**

- A. The contractor shall make reasonable accommodation to protect the A/V equipment and completed work after installation, but prior to acceptance by the Owner.
- B. When the integrity of the installation is in jeopardy, the A/V contractor shall notify the Owner or the Owner's Representative, Building or Site Supervisor immediately.
- C. Protection methods shall include, but not be limited to, the wrapping or "bagging" (in plastic) and/or the temporary removal of major equipment, wiring, and portable equipment.

END OF SECTION

APPENDIX A: AUDIO VIDEO SYSTEMS FUNCTIONAL DESCRIPTION**Hyflex Classroom with Projection**

The typical Standard Classroom includes ceiling mount projector with a recessed motorized screen, and ceiling mount loudspeakers, and video conferencing equipment including a PTZ camera for local video pickup, a UC codec, ceiling mount microphones for local audio pickup. The classroom includes a stationary lectern with built-in equipment rack. The rack houses the local sources, AV presentation switcher with control processor, amplifier, and other equipment. Sources located at the lectern include a PC, document camera, Blu-ray disc player, wireless presentation receiver, and connectivity for a BYOD device. A cable cubby shall be provided for extending cabling from the equipment rack to the work surface of the lectern. A touch screen controller shall sit on top of the lectern. Cabling shall extend from the lectern to a disconnect at a wall plate.

Quantity: 2

Meeting Room

The typical Meeting Room includes a wall mount display, a keypad with integrated controller, an HDMI input (wall), and a wireless presentation device. Audio shall be routed through the display loudspeakers. The wireless presentation receiver shall also be located behind the display. An in-wall storage box shall be installed behind the display to house equipment and cabling. An occupancy sensor shall be installed to provide automated on/off functionality.

Quantity: 4

Lab Classroom with Display

The typical Lab Classroom includes a wall mount display, a wall mount PC station, a powered speaker bar, a keypad with integrated controller, an HDMI input (wall), and a wireless presentation device. Audio shall be routed through the speaker bar at the display. The PC shall connect to the display via an HDBaseT transmitter that extends to a HDBaseT receiver located behind the display. The wireless presentation receiver shall also be located behind the display. An in-wall storage box shall be installed behind the display to house equipment and cabling. An occupancy sensor shall be installed to provide automated on/off functionality.

Quantity: 4

MS Teams Room

The typical MS Teams Room includes a wall mount display and a turnkey MS Teams video conferencing system that includes connectivity, audio pickup, and a camera. The conferencing system will interface to the display and camera via UTP transmitters located in a floor box beneath the table. Audio shall be routed through the display loudspeakers or the system loudspeakers. An in-wall storage box shall be installed behind the display to house equipment and cabling.

Quantity: 1

Huddle Room

The typical Huddle Room includes a wall mount display, a powered soundbar with integrated video conferencing camera, microphone, and UC codec, a keypad with integrated controller, and an HDMI / USB input (wall). Audio shall be routed through the soundbar. An in-wall storage box shall be installed behind the display to house equipment and cabling. An occupancy sensor shall be installed to provide automated on/off functionality.

Quantity: 2

Conference Room

The Conference Room includes a ceiling mount projector, a recessed motorized screen, ceiling mount loudspeakers, and conferencing equipment including a PTZ camera for local video pickup, a UC codec, and ceiling mount microphones for local audio pickup. The conference room includes a credenza that will house an AV equipment rack. The rack houses the local sources, AV presentation switcher with control processor, amplifier, conferencing codec, and other equipment. Sources include a wall mount PC station, document camera, Blu-ray disc player, wireless presentation receiver, and connectivity for BYOD devices. A wireless microphone shall be included for voice lift. A wall mount touch screen controller resides adjacent to the wall mount PC station. Line level audio connections to an assisted listening system shall be included in the floor box. An occupancy sensor shall be installed to provide automated on/off functionality.

Quantity: 1

Computer Pods Room

The Computer Pods Room includes a two (2) ceiling mount projectors, two (2) recessed motorized screens, eight (8) furniture mounted displays, ceiling mount loudspeakers, and video conferencing equipment including a PTZ camera for local video pickup, a UC codec, ceiling mount microphones for local audio pickup. The room includes a stationary lectern with built-in equipment rack. The rack houses the local sources, a wireless microphone, and an HD-BaseT transmitter that sends local sources to the IT room which houses AV matrix switcher, control processor, DSP, amplifier, and other equipment. Video is sent from the matrix switcher to each display device via HDBaseT each fed from a dedicated output on the switcher. A cable cubby shall be provided for extending cabling from the equipment rack to the work surface of the lectern. A touch screen controller shall sit on top of the lectern. Cabling shall extend from the lectern to a disconnect at a floor box. Line level audio connections to an assisted listening system shall be included in the floor box. An occupancy sensor shall be installed to provide automated on/off functionality.

Quantity: 1

END OF APPENDIX A

APPENDIX B: AUDIO VIDEO SYSTEMS EQUIPMENT LIST

HYFLEX CLASSROOM W/ PROJECTION				QTY 2	
<i>Description</i>	<i>Make</i>	<i>Model</i>	<i>Device ID</i>	<i>Qty</i>	
PROJECTOR MOUNT - CEILING	CHIEF	SYSAUWP2	-	1	
WIRELESS PRESENTATION GATEWAY	CRESTRON	AM-3100	WPX1	1	
POWER AMPLIFIER - 70V	CRESTRON	AMP-X300	AMP1	1	
OCCUPANCY SENSOR	CRESTRON	CEN-ODT-C-POE	OCC	1	
PRESENTATION CONTROLLER / SWITCHER	CRESTRON	DMPS3-4K-150-C	PSW1	1	
IN-CEILING LOUDSPEAKERS - 6"	CRESTRON	ICT5T-22	SPK1	PER PLANS	
TOUCH SCREEN CONTROLLER - 7"	CRESTRON	TS-770-B-S	TP7	1	
CABLE CADDY	CRESTRON	TT-100-B-T	CC1	1	
MOTORIZED PROJECTION SCREEN - RECESSED - 133"	DA-LITE	38778F	SCRN1	PER PLANS	
MOTORIZED PROJECTION SCREEN - RECESSED - 159"	DA-LITE	38780	SCRN2	PER PLANS	
PROJECTOR - 6000 LUMEN LASER - WUXGA	EPSON	L630U	PROJ1	1	
POWER DISTRIBUTION UNIT - RACK MOUNT - 20A	FURMAN	PL-8C	-	1	
BLU-RAY DISC PLAYER	SONY	BDPS1700	BDP1	1	
VIDEO CONFERENCING KIT - CAM, CODEC, SWITCH	VADDIO	EasyIP 10 Mixer Kit	CAM1, VTC2, LAN1	1	
CEILING MICROPHONES - DANTE	VADDIO	EasyIP CeilingMIC D	MIC1	4	
DOCUMENT CAMERA	WOLFVISION	VZ-3neo	DC1	1	
AV WALLPLATE - CUSTOM	PANELCRAFTERS	K80301-WQ649207	AV6	1	
HDMI CABLE - 3'	AV PRO EDGE	AC-BT01-AUHD		5	
HDMI CABLE - 6'	AV PRO EDGE	AC-BT02-AUHD		1	
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT			

LAB CLASSROOM W/ DISPLAY				QTY 3	
<i>Description</i>	<i>Make</i>	<i>Model</i>	<i>Device ID</i>	<i>Qty</i>	
IN-WALL STORAGE BOX	CHIEF	PAC526FWP2	PAC	1	
DISPLAY MOUNT - FIXED - LOW PROFILE	CHIEF	LSTU	-	1	
WIRELESS PRESENTATION GATEWAY	CRESTRON	AM-3100	WPX1	1	
HDBASET VIDEO RECEIVER - WALL PLATE	CRESTRON	DM-RMC-4K-100-C-1G-B-T	AV-RX1	1	
HDMI TRANSMITTER - WALL PLATE	CRESTRON	DM-TX-4KZ-100-C-1G-B-T	AV-TX1	1	
OCCUPANCY SENSOR	CRESTRON	CEN-ODT-C-POE	OCC1	1	
KEYPAD CONTROLLER	CRESTRON	MPC3-102B	KP1	1	
POWERED SOUNDBAR	CRESTRON	SAROS SB-200-P-B	SB1	1	
86" DISPLAY	PANASONIC	TH-86CQE1	TV86	1	
HDMI CABLE - 3'	AV PRO EDGE	AC-BT01-AUHD	-	3	
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT			

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MEETING ROOM		QTY 1		
Description	Make	Model	Device ID	Qty
IN-WALL STORAGE BOX	CHIEF	PAC526FWP2	PAC	1
DISPLAY MOUNT - FIXED - LOW PROFILE	CHIEF	LSTU	-	1
WIRELESS PRESENTATION GATEWAY	CRESTRON	AM-3100	WPX1	1
OCCUPANCY SENSOR	CRESTRON	CEN-ODT-C-POE	OCC1	1
KEYPAD CONTROLLER	CRESTRON	MPC3-102B	KP1	1
86" DISPLAY	PANASONIC	TH-86CQE1	TV86	1
HDMI INPUT WALLPLATE	CRESTRON	MP-WP152B	AV1	1
HDMI CABLE - 10'	AV PRO EDGE	AC-BT03-AUHD	-	2
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT		

MS TEAMS ROOM		QTY 1		
Description	Make	Model	Device ID	Qty
IN-WALL STORAGE BOX	CHIEF	PAC526FWP2	PAC	1
DISPLAY MOUNT - FIXED	CHIEF	LSTU	-	1
VIDEO TELECONFERENCING CAMERA	HUDDLY	IQ	CAM2	1
VIDEO TELECONFERENCING HUB	LENOVO	THINKSMART HUB 2	VTC1	1
86" DISPLAY	PANASONIC	TH-86CQE1	TV86	1
HDMI TRANSMITTER	CRESTRON	DM-TX-4KZ-100-C-1G-B-T	AV-TX1	1
HDMI RECEIVER	CRESTRON	DM-RMC-4K-100-C-1G-W-T	AV-RX-1	1
USB TRANSMITTER	CRESTRON	USB-EXT-2-LOCAL-1G-B	USB-TX2	1
USB RECEIVER	CRESTRON	USB-EXT-2-REMOTE-1G-B	USB-RX2	1
HDMI CABLE - 6'	AV PRO EDGE	AC-BT02-AUHD	-	1
USB CABLE - 6'	COMPREHENSIVE	USB2-AB-6SP	-	1
HDMI CABLE - 10'	AV PRO EDGE	AC-BT03-AUHD	-	1
USB CABLE - 10'	COMPREHENSIVE	USB2-AB-10SP	-	1
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT		

HUDDLE / INTERVIEW		QTY 2		
Description	Make	Model	Device ID	Qty
IN-WALL STORAGE BOX	CHIEF	PAC526FWP2	PAC	1
DISPLAY MOUNT - FIXED - LOW PROFILE	CHIEF	LSTU	-	1
POWERED SOUNDBAR WITH UC ENGINE	CRESTRON	UC-SB1-CAM	SB2	1
KEYPAD CONTROLLER	CRESTRON	MPC3-102B	KP1	1
OCCUPANCY SENSOR	CRESTRON	CEN-ODT-C-POE	OCC1	1
55" DISPLAY	PANASONIC	TH-55CQE1	TV55	1
HDMI + USB 3.0 WALLPLATE	PANELCRAFTERS	K80301-WQ649277	AV2	1
HDMI CABLE - 10'	AV PRO EDGE	AC-BT03-AUHD	-	2
USB 3.0 CABLE - A TO A - 10'	C2G	54172	-	1
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT		

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COMPUTER PODS		QTY 1		
Description	Make	Model	Device ID	Qty
IN-WALL STORAGE BOX	CHIEF	PAC526FWP2	PAC	8
DISPLAY MOUNT - SWING ARM	CHIEF	TS325TU	-	8
WIRELESS PRESENTATION GATEWAY	CRESTRON	AM3100	WPX1	1
OCCUPANCY SENSOR	CRESTRON	CEN-ODT-C-POE	OCC	1
HDMI TRANSMITTER - WALL PLATE	CRESTRON	DM-TX-4KZ-100-C-1G-B-T	AV-TX1	8
MATRIX INPUT CARDS - HDMI	CRESTRON	DMC-4KZ-HD	-	1
MATRIX INPUT CARDS - DM-8G+	CRESTRON	DMC-4KZ-C	-	9
MATRIX OUTPUT CARD - DM-8G+	CRESTRON	DMC-4KZ-CO-HD	-	5
MATRIX OUTPUT CARD - HDMI & AUDIO	CRESTRON	DMC-4KZ-HDO	-	1
MATRIX SWITCHER FRAME	CRESTRON	DM-MD16X16-CPU3	VSW1	1
HDBASET VIDEO RECEIVER - WALL PLATE	CRESTRON	DM-RMC-4K-100-C-1G-B-T	AV-RX1	8
HDBASET VIDEO TRANSMITTER/SWITCHER	CRESTRON	DM-TX-4KZ-302-C	AV-TX2	1
POE POWER SUPPLY - 16 PORT	CRESTRON	DM-PSU-16-PLUS	PSU16	1
CONTROL PROCESSOR	CRESTRON	RMC4	PROC1	1
MOTORIZED PROJECTION SCREEN - RECESSED - 119"	DA-LITE	21795LS - 24" DROP	SCRN3	1
MOTORIZED PROJECTION SCREEN - SIGHTLINES - 119"	DA-LITE	DL14964LS	SCRN4	1
PROJECTOR - 6000 LUMEN LASER - WUXGA	EPSON	L630U	PROJ1	1
AUDIO DSP	CRESTRON	DSP-860	DSP1	1
POWER AMPLIFIER - 70V	CRESTRON	AMP-X300	AMP1	1
VIDEO CONFERENCING KIT - CAM, CODEC, SWITCH	VADDIO	EasyIP 10 Mixer Kit	CAM1, VTC3, LAN1	1
CEILING MICROPHONES - DANTE	VADDIO	EasyIP CeilingMIC D	MIC1	3
IN -CEILING LOUDSPEAKERS	CRESTRON	SAROS ICT5T-22	SPK1	8
WIRELES MICROPHONE - 1 CH	SHURE	SLXD14/DL4	WM1	1
TOUCH SCREEN CONTROLLER - 10"	CRESTRON	TS-1070-B-S	TP10	1
CABLE CADDY	CRESTRON	TT-101	CC1	1
POWER DISTRIBUTION UNIT - RACK MOUNT - 20A	FURMAN	PL-8C	-	1
43" DISPLAY	PANASONIC	TH-43CQE1	TV43	8
CONFIDENCE MONITOR	DELL	22" MONITOR	MON1	1
HDMI CABLE - 3'	AV PRO EDGE	AC-BT01-AUHD	-	12
HDMI CABLE - 6'	AV PRO EDGE	AC-BT02-AUHD	-	10
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT		

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CONFERENCE ROOM		QTY 1		
Description	Make	Model	Device ID	Qty
PROJECTOR MOUNT - CEILING	CHIEF	SYSAUWP2	-	1
WIRELESS PRESENTATION GATEWAY	CRESTRON	AM-3100	WPX2	1
POWER AMPLIFIER - 70V	CRESTRON	AMP-X300	AMP1	1
OCCUPANCY SENSOR	CRESTRON	CEN-ODT-C-POE	OCC	1
PRESENTATION CONTROLLER / SWITCHER	CRESTRON	DMPS3-4K-250-C	PSW2	1
HDBASET VIDEO TRANSMITTER	CRESTRON	DM-TX-4KZ-100-C-1G-B-T	AVTX1	1
IN -CEILING LOUDSPEAKERS - 6"	CRESTRON	SAROS ICT5T-22	SPK1	4
TOUCH SCREEN CONTROLLER - 7" - TABLE TOP	CRESTRON	TS-770-B-S	TP7	1
EQUIPMENT RACK	MIDDLE ATLANTIC	CFR-14-18	-	1
WIRELES MICROPHONE - 1 CH	SHURE	SLXD14/DL4	WM1	1
MOTORIZED PROJECTION SCREEN - RECESSED - 133"	DA-LITE	38780	SCRN1	1
PROJECTOR - 6000 LUMEN LASER - WUXGA	EPSON	L630U	PROJ1	1
POWER DISTRIBUTION UNIT - RACK MOUNT - 20A	FURMAN	PL-8C	-	1
CONFERENCE CAMERA - IP	VADDIO	EasyIP 20	CAM2	1
CEILING MICROPHONES - DANTE	VADDIO	EasyIP CeilingMIC D	MIC1	4
VIDEO CONFERENCING KIT - CAM, CODEC, SWITCH	VADDIO	EasyIP 20 Mixer Base Kit	CAM2, VTC2, LAN1	1
HDMI CABLE - 3'	AV PRO EDGE	AC-BT01-AUHD	-	6
HDMI CABLE - 6'	AV PRO EDGE	AC-BT02-AUHD	-	2
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT		

DIGITAL SIGNAGE				
Description	Make	Model	Device ID	Qty
DISPLAY MOUNT - FIXED	CHIEF	MTTU	-	2
55" DISPLAY	PANASONIC	TH-55SF2U	TV55	2
HDMI CABLE - 3'	AV PRO EDGE	AC-BT01-AUHD	-	2
MISCELLANEOUS MATERIALS	MISC MATERIALS	LOT		

END OF APPENDIX B

APPENDIX Z: FORMATTING REQUIREMENTS FOR SUBMITTALS

Bill of Materials Formatting Example

SECTION ## #### SECTION NAME

Client: Project Name
 Section, System, or Room Name: Bill of Materials
 MM/DD/YYYY

Section or Subsystem Heading

Description	Manufacturer	Model	Part Number	Finish/Color	Qty
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#

Section or Subsystem Heading

Description	Manufacturer	Model	Part Number	Finish/Color	Qty
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#
<Equipment Description>	<Manufacturer>	<Model>	<Part Number>	<Finish>	#

<Add Additional Sections or Subsystems as Needed or Provide Individual BOM per Space>

MM/DD/YYYY BILL OF MATERIALS PAGE # OF #

Project Cable Types and Connectors Formatting Example

SECTION ## ###: SECTION NAME							
Client: Project Name							
Section, System, or Room Name: Project Installation Cable Types and Connectors							
MMDD/YYYY							
Project Installation Cables							
ID	Cable Description	Use Case	Manufacturer	Part Number	Jacket	Color	
A	22/2 Shielded Audio Cable	In-rack & In-conduit Line Level Analog Audio	West Penn	454BK	Non-plenum	Black	
M	22/2 Shielded Audio Cable	In-rack & In-conduit Analog Mic Level Audio	West Penn	454WH	Non-plenum	White	
V1	RG59/U Digital Video Cable	In-rack & In-conduit HD-SDI Video >50' and <200'	West Penn	819	Non-plenum	Black	
L1	4 Pair 23AWG UTP Category 6	In-rack & In-conduit CAT6 Network and Video Over IP	West Penn	4246BL	Non-plenum	Blue	
S2	12/2 Loudspeaker Cable	8Ω Loudspeaker Cable >25 and <150'	West Penn	25227B	Plenum	Gray	
S3	18/2 Loudspeaker Cable	70V Loudspeaker Cable <500'	West Penn	25225B	Plenum	Gray	
<Show For All Cables Types Used>							
Project Installation Connectors							
ID	Connector Description	Use Case	Manufacturer	Part Number	Color		
X3F	Female 3-pin XLR Connector w/Gold Contacts	Cable Mount Microphone and Line Level Audio	Neutrik	NC3FX-B	Black		
X3FC	Female 3-pin XLR Connector w/Gold Contacts	Chassis Mount Microphone and Line Level Audio	Neutrik	NC3FDL-1-B	Black		
NL4	4-Conductor Loudspeaker Connector	Chassis Mount Locking Loudspeaker Connector	Neutrik	NL4MP	Black		
BNC	HD-SDI Video Connector	Chassis Mount 75Ω HD-SDI Video Connector	Canare	BCJ-JR	Silver		
<Show For All Installation Connectors Used -- Including Those on Custom Plates and Panels>							
MMDD/YYYY							
PROJECT INSTALLATION CABLES AND CONNECTORS							
PAGE # OF #							

END OF APPENDIX Z