

Room Sign Off and Completion Report



SCHOOL	ROOM	DATE
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EQUIPMENT CHECKLIST*	Yes	No
PROJECTOR		
Projector installed securely and squarely to ceiling / wall using appropriate fixings		
Projector security bracket installed		
Projector security cage installed		
Projector security screws in mount and projector		
Projector aligned to SMART Board - Image fits screen		
Projector at correct height from ground (Record height to underside of projector = cms)		
Projector inputs connected (2 x VGA 1 x S-video 1 x Composite video 2 x loop through audio)		
Projector power lead connected		
Projector documentation / remote control / soft case / accessories / cables (if any)		
Projector security key (left with customer)		

INTERACTIVE WHITEBOARD		
Interactive Whiteboard installed		
Installed at correct height (Record height to bottom of board = cms)		
No indents, tears in board material / surface		
All pens and eraser supplied and left with customer		
SMART Board documentation and software supplied		

AUDIO INSTALLATION		
Audio System supplied		
No External speakers supplied (Projector cabled for internal audio only)		
Speakers securely fixed to wall / bracket using appropriate fixings		
Amplifier / speaker documentation supplied		

FACEPLATE & CABLES		
Faceplate fitted squarely and securely using appropriate fixings		
Connectivity / functionality explained to customer		
Serial cable installed on face plate and connected to whiteboard		
1 x scart - 3 phono cable left plugged into faceplate		
1 x 3.5mm mini jack - 2 x phono cable left plugged into face plate		
1 x Male - Male SVGA cable (for PC to Wallplate) as supplied with projector.		
SVGA Splitter supplied and fitted, including 1 x 2mtr Male - Female SVGA Lead		

TESTING		
Whiteboard tested with engineers PC / Laptop		
Projector powered up / on using the remote control		
Projected image fits screen squarely, zoom & focus working		
Switch projector inputs		
Connect VCR / DVD and demonstrate image (if available)		
If Amplifier fitted connect and demonstrate PC Audio & Video audio functionality		
Else demonstrate projector audio, switch between PC & Video/DVD		
Shut system down and demonstrate cooling down cycle of projector and its importance.		

GENERAL		
Cables neat and cable tied at prjector end		
Ceiling mount kit / wall mount clean and free from finger marks		
Ceiling or ceiling tiles (where applicable) free from finger marks and excessive damage		
Trunking from ceiling kit to faceplate secure clean and all lids secured		
Trunking corners installed		
Speaker cables trunked or hidden as appropriate		
Desks cleaned and floor area vacuumed		
Packaging and rubbish removed from site		

*To be completed by engineer

**SITE SIGN OFF SHEET TO BE COMPLETED
BY ENGINEER & CUSTOMER**



SERIAL NUMBERS OF INSTALLED EQUIPMENT

ROOM NO	ROOM SIGN OFF CHECKED

ENGINEERS COMMENTS:

CUSTOMERS COMMENTS:

CUSTOMER SIGN OFF:

I/we confirm that the installation has been completed to a standard fully acceptable by us. We are completely satisfied that all of the above points have been checked and implemented. All equipment is in working order with no defects. All rooms have been left in a clean and workable condition.

Signed.....

Position.....

ENGINEER SIGN OFF:

I/we confirm that the installation has been completed to a standard fully acceptable by us. We are completely satisfied that all of the above points have been checked and implemented. All equipment is in working order with no defects. All rooms have been left in a clean and workable condition.

Signed.....