

# Annual Audio Visual and Communications Test & Inspection / Preventative Maintenance

**Scope** – SIGNET will test and inspect the entire Audio Visual and Communications System at each location outlined in the scope.

**Testing Frequency** – SIGNET will perform testing on the system on an Annual Basis.

**Preventative Maintenance** – Inspections will be scheduled detailing the tasks to be performed, the skill levels required, and any special tools and instrumentation required to properly maintain the systems. Upon completion of each inspection, a summary of the tasks completed will be provided to the customer.

## ***Audio System Test and Inspection***

- Audio rack components tested, user settings marked, labeled as required, and cleaned.
- Speakers tested and adjusted.
- AV plate audio connections tested, levels adjusted and labeled.
- Audio rack wiring organized and labeled.

## ***Visual System Test and Inspection***

- Video components tested and verified, and all user settings marked.
- Video monitors tested, and color balanced.
- AV plate video connections tested and labeled.
- Remote Control System.
- All controlled components tested and checked for accuracy.
- Button and/or touch panels verified that they are all working correctly (all buttons tested).

**Hardware Support** – SIGNET will perform scheduled maintenance services on the equipment covered under this agreement.

Components and parts on the system that are found to be defective, have failed operationally, or which exhibit signs of near-term failure will be identified during each preventative maintenance inspection or test. If the component is covered under a current SIGNET or factory warranty, said part or component will be replaced at no charge to customer including labor during normal business hours.

For any equipment requiring repair or replacement that is not covered, an estimate will be prepared and submitted for approval. Work authorization shall be issued in writing to SIGNET by an authorized representative of the customer before proceeding with the work.

**Inspection Reports** – SIGNET will furnish a written report certifying that such tests and inspections have been completed documenting any deficiencies found which may require corrective action.

## Annual Software Upgrade Visit

SIGNET will provide a system software upgrade for the applicable Audio Visual and Communications integrated Systems on an annual basis. The upgrade will consist of upgrading all system operators to the latest system version (if applicable). Upgrade is dependent upon the Clients existing infrastructure's ability to support the updated systems specification requirements.