

Systemwide Maintenance

- ☐ Full operational check of system signal flow and functionality
- ☐ Visual inspection and reseating of all accessible connections (HDMI, network, audio, control)
- ☐ Confirm control-system operation (touch panel or button interface)
- ☐ Review network connectivity for AV devices and remote-access health
- ☐ Update firmware / software on all applicable devices
- ☐ Back up configuration files (DSP, control processor, etc.) where applicable
- ☐ Reboot processors and devices for stability, if required
- ☐ Update system documentation

Microphones & Audio Receivers

- ☐ Re-test for gain, clarity, and dropouts
- ☐ Verify proper mute behavior (manual and automated)
- ☐ Inspect wireless-mic batteries and charging functionality.
- ☐ Confirm pairing and RF performance (wireless systems)

Speakers & Amplifiers

- ☐ Test for full-range audio coverage
- ☐ Verify amplifier signal levels and output stability.
- ☐ Listen for distortion, hum, or buzzing.
- ☐ Confirm DSP settings and speaker routing (if configurable)

Cameras (PTZ, fixed, USB, etc.)

- ☐ Check image clarity and focus.
- ☐ Check image brightness, contrast & color.
- ☐ Test PTZ presets and smooth motion (if motorized)
- ☐ Verify output resolution & frame rate.
- ☐ Clean camera lenses

Displays (TVs, Touchscreens)

- ☐ Power on/off test via control system
- ☐ Confirm input switching.
- ☐ Inspect for damage, dead pixels, or screen burn-in
- ☐ Locate & replace remote batteries

Video Switchers, Extenders & Signal Devices

- ☐ Validate all video paths and switching behavior.
- ☐ Test for EDID negotiation or resolution-mismatch issues
- ☐ Confirm extender/transmitter/receiver link stability
- ☐ Inspect fans and ventilation (where applicable)

Projectors & Projection Screens

- ☐ Check & record lamp/laser engine runtime.
- ☐ Inspect and clean filters (lamp-based projectors)
- ☐ Verify alignment and focus
- ☐ Adjust lens shift, zoom, and keystone as required
- ☐ Inspect screen motor and surface condition (motorized screens)
- ☐ Locate remotes & replace batteries

Control Systems & Touch Panels

- ☐ Verify processor status and firmware version
- ☐ Confirm communication between control processor and all devices (displays, DSPs, switches)
- ☐ Test button/touch interface responsiveness and accuracy
- ☐ Validate programmed presets and sequences (power, input switching, etc.)
- ☐ Inspect for screen wear, calibration drift, or unresponsive zones
- ☐ Ensure stable network/IP control connectivity (if applicable)
- ☐ Confirm time-based events (auto-shutoff, scheduler) operate as expected.
- ☐ Back up current control-system program and configuration (where applicable)

Rack & Power Infrastructure

- ☐ Confirm surge protection is functional
- ☐ Verify proper power sequencing of components (if applicable)
- ☐ Perform cable-management spot-check

Notes:

Inspected by: _____

Service Date: _____