
TECHNOLOGY INFRASTRUCTURE DESIGN CHECKLIST

The following is a partial checklist for technology infrastructure coordination.

- ✓ Space
- ✓ Sightlines
- ✓ Ceilings
- ✓ Floors
- ✓ Walls
- ✓ Lighting
- ✓ Electrical
- ✓ Mechanical
- ✓ Furniture

Space

- Verify functional adjacencies that may be required (audiovisual control rooms near presentation spaces)
- Verify adjacent spaces are acoustically compatible
- Equipment and telecom rooms: verify size requirements and cable distances from furthest data outlets (295 feet)
- Equipment racks: verify there is adequate space in front and behind equipment racks for operation and service
- Verify control rooms and equipment layouts

Sightlines

- Verify unobstructed sightlines to displays and projection screens
- Verify unobstructed light paths for video projectors

Ceilings

- Verify pendant lights and other hanging objects do not obstruct projector's light path

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- Review the locations of ceiling-mounted items (e.g., projectors, loudspeakers, cameras, microphones, etc.) for conflicts with other ceiling items such as light fixtures, ceiling clouds, diffusers/returns, sprinkler heads, fire alarm strobes, occupancy sensors, etc.
 - Review mechanical system for potential conflicts between ductwork and ceiling-recessed projection screens, projector mounts, ceiling loudspeakers, or loudspeaker cluster rigging points
 - Verify acoustical requirements of ceiling
 - Verify there is adequate space for structural attachments of projectors; avoid ductwork and plumbing where projectors live
 - Manage aesthetics

Floors

- Floorboxes: verify locations relative to lecterns and presenter requirements
- Verify location of conduit stub-ups is coordinated with furniture
- Review structural drawings for beam locations for potential conflicts with floorboxes
- Avoid trip hazards such as strewn cables
- Address concerns
 - Post tension slabs
 - On-grade installation
- Manage aesthetics

Walls

- Verify requirements and locations of junction boxes, receptacle plates, network outlets, AC power duplex, and cable TV
- Coordinate location and heights of audiovisual control panels with other switch plates
- Displays: provide necessary structural backing
- Sound isolation: avoid back-to-back junctions in adjacent spaces
- Room acoustics: provide sound-absorbing treatments where controlled acoustics are required (teleconference room)
- Manage aesthetics

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Lighting

- Minimizing light spilling on projection screen
- Verify projector lumens required based on ambient lighting conditions and required contrast ratio of projection screens
- Verify that the lighting design provides proper zoning of lights appropriate for audiovisual presentation
- Verify if shade control is needed
- Verify conduit infrastructure allows interfacing shade control and lighting systems with audiovisual system
- Verify adequate lighting is available for successful videoconferencing

Electrical

- Verify AC power receptacle at technology equipment
- Verify electrical loads
- Verify proper grounding
- Provide energy saving features for audiovisual and technology systems to emerging sustainability requirements

Mechanical

- Provide heat loads for technology equipment to mechanical engineer
- Provide proper ventilation of technology equipment
- Verify proper background noise for mechanical equipment (NC)

Furniture

- Conference room tables:
 - Cable cubbies
 - Cable retractors
- Credenzas
- Lecterns
- Millwork

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- Ventilation: provide adequate ventilation of technology equipment mounted in credenzas and other enclosed millwork

Aesthetics

- Flat-panel displays: surface mount vs. recessed; verify color of bezel
- Projectors: conceal if possible; verify size and colors, and coordinate location of ceiling outlet boxes to minimize visible cable
- Wall plates: verify finish and color
- Projection screens: coordinate color and finish type of screen enclosure
- Loudspeakers: conceal behind acoustically transparent fabric if possible
- Floorboxes: conceal under furniture if possible; review finish type, carpet inset, and color options
- Cameras: locate in wall recess behind glass if possible; coordinate size and color options available
- Lecterns: verify size, finish, and color
- Touch panels: verify size, color, and room location
- Cabling: provide neat cable dressing, especially when cable is exposed

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