



☐ AV SUPPORT & MAINTENANCE CHECKLIST



1. REGULAR SYSTEM INSPECTIONS

TASK	COMPLETED	NOTES
Visually inspect displays, projectors, and control panels for damage.		
Check cable connections; replace frayed or loose wires.		
Test microphones, speakers, and video conferencing equipment for quality.		



2. SOFTWARE UPDATES & SECURITY PATCHES

TASK	COMPLETED	NOTES
Schedule firmware and software updates regularly.		
Test updates on non-critical systems first.		
Keep a log of all updates and changes.		



3. CLEANING & ENVIRONMENTAL CARE

TASK	COMPLETED	NOTES
Dust screens, projectors, and rack-mounted equipment routinely.		
Ensure AV racks and cabinets have proper ventilation.		
Store equipment in clean, temperature-controlled environments.		



4. DOCUMENTATION & ASSET TRACKING

TASK	COMPLETED	NOTES
Maintain an up-to-date inventory of all AV equipment.		
Record service history (inspections, repairs, upgrades).		
Store warranty and supplier details for quick access.		



5. STAFF TRAINING & USER SUPPORT

TASK	COMPLETED	NOTES
Provide regular training sessions on AV systems.		
Create quick-reference guides or digital manuals.		
Display clear contact details for AV support.		



6. PREVENTATIVE MAINTENANCE CONTRACTS

TASK	COMPLETED	NOTES
Agree service level agreements (SLAs) with response times.		
Schedule professional inspections and preventative visits.		
Include emergency support options for critical failures.		



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