

AV Acceptance — Verification Item Template

Vicom

A verification item that cannot fail is not a test. Every item needs a statement, a metric, a procedure and a reporting rule — written before the work begins.

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Project / room: Prepared by: Date:

Selection is the work, not the testing. The standard lists 160 reference verification items across 13 categories and states that "Very few projects will use all 160 reference verification items. The Standard provides the process for deciding which items to include." Choose the subset this room needs, then write each one out below. The full published standard controls conformance.

ONE ITEM, WRITTEN OUT

FIELD	ENTRY
Item and number	
Document that sets the requirement	
Statement <i>What is verified, in one sentence, tied to project documentation rather than opinion</i>	
Metric and limit <i>A number and a limit. Without it, "quiet enough" is a matter of taste</i>	
Procedure and conditions <i>Including when. A room commissioned on a weekend, in an empty building with HVAC in setback, has not been measured under the conditions its occupants meet</i>	
Reporting rule <i>What artifact the test produces. A test that produces no artifact is a conversation</i>	
Who sets the limit	
Who checks it <i>A different role from the one that sets it</i>	
Reporting phase	☐ Pre-Integration ☐ Systems Integration ☐ Post-Integration ☐ Closeout
Result / date / signature	

Every row should be checkable by somebody who was not in the room on the day.

PHASE CHOICE CHANGES WHAT A FAILURE COSTS

- ☐ **Pre-Integration** — catches wrong assumptions before anything is built
- ☐ **Systems Integration** — catches wiring and configuration faults
- ☐ **Post-Integration** — catches performance under real room conditions
- ☐ **Closeout** — catches missing documentation and support handover

A wrong assumption caught at Pre-Integration costs a revised drawing. The same assumption caught at Closeout costs a change order and a delayed opening.

VERIFY THE JOURNEY, BY ROOM TYPE

- ☐ **Meeting room** — the journey from joining a call to finishing a meeting, not the join
- ☐ **Exam room** — what the microphone can hear, under occupied conditions
- ☐ **Classroom** — legibility from the farthest seat, with real teaching content
- ☐ **Council chamber** — the record that outlives the livestream
- ☐ **Rooms that cannot be taken out of service** — a method that assumes they stay live

THEN MAKE IT REUSABLE

One verified room becomes a room profile: the items selected, the limits set, the conditions tested, the roles named, and a version number. The next room of that type starts from the profile rather than from a blank page.