

Council Chamber Renovation — Continuity Worksheet

The meeting calendar is the fixed constraint. Start from what cannot be interrupted, then choose the pattern that protects it.

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Body / chamber: Completed by: Date:

Name what cannot be interrupted, first. The meeting itself, public comment, and the record. Counsel defines the obligations the plan has to protect — this sheet does not, and no pattern below is chosen for legal sufficiency. **Reviewed with counsel?** ☐ Yes ☐ No

STEP 1 — CHOOSE A CONTINUITY PATTERN

PATTERN	WHAT IT BUYS	WHAT IT COSTS	FIT
Move to an existing alternate room	Lowest construction risk	The alternate room becomes the public's experience of the body	
Build a temporary chamber	Full control of the temporary experience	Building a room twice, and somewhere to put it	
Phase around a chamber in use	No relocation	Every phase boundary is a cutover; hazardous work constrains the sequence	
Close briefly, cut over between meetings	Shortest disruption	Least tolerance for anything going wrong	

No pattern is best. The decision is made by the constraints below, not by preference.

STEP 2 — THE CONSTRAINTS THAT DECIDE IT

CRITERION	WHAT IT PUSHES TOWARD	THIS PROJECT
Meeting frequency	Frequent meetings punish long relocations, reward phasing	
Audience size and public-comment volume	Larger audiences narrow the viable alternate rooms	
Legal and accessibility obligations	May rule out a convenient space entirely	
Construction scope and hazardous work	Heavy work makes occupied phasing hard to justify	
Cable pathways and structural work	Pathway work can turn a phased sequence into a real closure	
A genuine alternate space	Can decide the question before any other criterion	
Broadcast and streaming expectations	A room that cannot stream may be disqualifying	
Budget	Building twice is a real cost; so is a failed meeting	
Tolerance for a changed public experience	Set by the body, not the project team	

STEP 3 — THE CUTOVER RUNBOOK

1. A freeze point after which no scope changes
2. A backup of every configuration, with a verified restore
3. An inventory of what is removed, retained, reused, replaced
4. Construction dependencies before AV work starts
5. A removal plan, including what is kept as fallback
6. An installation sequence with named owners per step
7. Commissioning and acceptance against written criteria
8. Operator and clerk training, before the first live meeting
9. Public-information coordination, through the approved notice process
10. Go/no-go authority named:
11. Fallback decision deadline:

STEP 4 — TWO SETS OF ACCEPTANCE CRITERIA

Run this list twice: once for the temporary room, once for the finished one. The temporary set is the one with no obvious owner.

Write both around user journeys rather than equipment.

- ☐ Audio intelligibility at every listening position
- ☐ Video framing that identifies speakers
- ☐ Content legible from the public seating
- ☐ Control the operator can use under time pressure
- ☐ Complete recordings
- ☐ A monitored stream
- ☐ Accessible participation
- ☐ A support escalation path with a name on it

Rehearse a whole meeting, not a device check.

STEP 5 — THE FIRST THREE MEETINGS AFTER CUTOVER

Handover is not the end of the project. Plan on-site or immediately reachable support for three meetings. Log every issue, however small — the pattern matters more than any single fault. Hold configuration control, with no undocumented changes between meetings, and debrief the operator and clerk after each one.

Set a threshold in advance for reverting to the temporary arrangement, and name who decides — a revert plan that depends on judgment in the moment has no trigger, so nothing starts it.

Revert threshold: Decided by: