Project type:

Studio installation/console replacement

I. Planning

a. existing capabilities

b. desired new capabilities

c. existing automation type and capabilities

d. furniture

e. Acoustical wall treatments

f. existing rack/server room space (for router based systems)

g. required additional rack space or room space (for router based systems)

h. budget

i. timeline

II. Equipment ordering

a. consoles, routers, audio interface equipment, etc

b. workstations; computers, monitor mounts, soundcards, software (digital editing system, internet access)

1. Soundcards are the appropriate type and format for consoles or audio routing equipment

c. aux equipment; monitor speakers, monitor amps, headphone amps, cough switches, etc

d. studio equipment; microphones, shock mounts, mic booms, mic processors, TELCO systems, CD players, AUX input jacks, etc

e. Audio wiring

1. AES/EBU wire and connectors

2. Analog wire and connectors

3. Microphone cables for low level mic audio

4. Terminating blocks

5. Computer network wiring; wire, patch panels, RJ-45 connectors, wire management

f. Control wiring

1. contact closures to automation system, door light relay, alerting/alarm systems

III. Equipment installation

a. furniture

b. acoustical wall treatments

c. power; special power circuits; generator, isolated ground circuits, UPS, etc

d. computer workstations, monitor mounts, monitors, editing surface

e. Routing engine

f. console surface

g. microphone booms, shock mounts, microphones

h. monitor speakers, monitor amp

i. door light relay, door light

j. ancillary equipment; mic processors, phone system, CD players, aux audio input jacks, headphone amps, headphone volume control devices, cough switches, etc

k. KVM extenders

l. wire terminations; audio termination blocks, audio card break out boxes, network patch panels, connectors, cable TV drop, etc

IV. Cut over

a. test all console inputs and outputs, check for bad punches, connections, proper phase, etc

b. set levels with house standard level audio

c. clean

d. take a picture of studio before anyone else is allowed in the room (it will never look this good again)

e. place into service

f. cleanup; backups for critical files, labeling, documentation