

STANDARD SCHEDULE OF WORKS

SCHOOL PA SYSTEMS



Overview:

PA Matthews Audio install four types of PA systems in schools. These are;

- School wide PA Systems
- School wide intercom systems
- Location specific (Assembly) PA Systems
- Hall PA Systems

Any or all of these may involve carrying out a process of work based on, but not limited to, the schedule of works outlined in this document.

1.) Site Establishment

Liaise with client regarding;

- Site induction process & amenities
- Responsible persons
- Location and access for vehicle
- Storage of tools and equipment
- Provision of keys for access
- School Recess and Lunch times
- Proposed location of system Main Equipment
- Required shut down of any existing services

2.) Site Evaluation:

Time allowed for PA Matthews' workers to determine the most efficient way to carry out the work. May include;

- Observation, tracing, availability and serviceability of existing cable and conduit routes
- Removal of covers to determine condition of existing infrastructure
- Initial Investigation of confined spaces (Roof space, under floor space)
- Foot traffic and occupation of various areas so as to avoid working in occupied spaces
- Determine efficient locations for cable joints and external speakers

3.) Backbone Cabling:

This involves Installation of cables spanning out from the Main Equipment to each building or block. The efficiency of a particular route can often determine what other routes will be used. The most direct route is not always the most efficient route. Backbone cabling will then be aggregated in accessible common joint location(s) within each block, ready for equipment cabling.

Backbone cabling is normally installed using one of the following methods (in preferred order);

- Existing pre installed PA Conduits
- Redundant MATV/CATV conduits
- Spare conduits (Electrical or Communications)
- Communications Conduits (with sufficient room)
- Roof spaces within balconies
- Surface Conduit along balconies or buildings
- Aerial cable between buildings

4.) Equipment Cabling

Equipment Cabling runs from joints to speakers, handsets or other equipment in rooms or outside. This is normally run in building cavities such as roof space, sub floor space, the cavity between brick veneer and building frame or if none of these are available then surface conduit is used.

As a general rule, PA Matthews Audio will access class rooms only during recess, lunch, after school or at other times when children are not present in the room. For this reason *we will normally need key access to these rooms* to ensure minimum time wasted gaining access at these times and to ensure locked doors remain locked when they are not under supervision.

Equipment cabling generally requires access to *multiple rooms at the same time*. It may also involve the use of power tools where penetrations through walls (etc) are required.

5.) Fit Out

This work involves the unpacking and installation of equipment (speakers, handsets etc) in the various locations required. Normally this process is carried out "room by room" or whenever individual rooms are observed as being unoccupied.

External fit out (horn speakers, etc) requiring use of tall ladders is carried out during class time, when children are normally expected to remain in their class rooms.

6.) Jointing

This work involves aggregation and completion of the joints between backbone and equipment cabling and is normally carried out when these areas are unoccupied.

7.) Main Equipment Installation

This process involves;

- Removal of any prior redundant equipment
- Installation of racks and control boxes
- Installation of power and services
- "Rack packing", connection and initial tests
- System activation and testing, which requires access to all spaces where equipment has been installed.
- Final site check over to ensure all covers replaced

8.) Commissioning and handover

This is the point at which the customers' settings are loaded in to the main equipment and the customer is instructed in system use.

END OF DOCUMENT