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SWANKE HAYDEN CONNELL

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TECHNOLOGY CONSULTANTS IN
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July 20, 1999

Joseph Aliotta
Swanke Hayden Connell Architects
295 Lafayette Street
New York City, New York 10012

Re: Mayor's Office of Emergency Management
System Checkout

Dear Mr. Aliotta

Enclosed with this letter, for your use and distribution, is the report of our findings during our system checkout.

System Contractor:Ace A/V

Checkout Date:July 15, 1999

Members of the check-out team:

Mr. Lloyd KozelAce AV

Mr. Corey NowakShen Milsom & Wilke, Inc.

Sincerely,

Peter J Stern

cc: Corey Nowak
J. Steven Emspak
Lloyd Kozel

Shen Milsom & Wilke, Inc.

AUDIOVISUAL SYSTEMS CHECK-OUT REPORT
Audiovisual Facility, Office of Emergency Management

ITEMS NOT ACCOUNTED FOR:

1. Final "as-built" drawings.
2. Equipment manuals and remote controls.
3. System Operation and Maintenance manual.
4. Performance Standards test results.
- ACTION: Ace AV to supply the missing documentation.

EOC ROOM:

1. AV Patch Panels designation strips need to be installed.
2. All equalizers need to have security covers installed.
3. Audio output jack located in the center floorbox has a loud buzzing sound and very low audio signal.
4. System Exit on Crestron System does NOT shut system off. Upon exiting system Video Projectors should shut down along with the sound system.
- ACTION: Items to be corrected by Ace AV.

PRESS ROOM:

1. AV wall plates on back wall need to be correctly mounted.
- ACTION: Items to be corrected by General Contractor.

MAYOR'S SUITE:

1. All equalizers need to have security covers installed.
2. CATV Converter #1 should be mounted on a rack shelf. There is NO audio coming from the RF output. IR Emitters are leaking signal between the two cable boxes.
- ACTION: Items to be corrected by Ace AV.

MAYOR'S CONFERENCE ROOM:

1. Cassette Deck "Record" Button does not latch. The deck will not stay in the record mode.
 2. Video input jacks located in the rear wall plates cannot be displayed on any of the monitors. This is a routing issue, since cabling has been tested.
 3. Adjust and balance Video/PC images on the Video Projector as well as the 6 Data Display Monitors. Images do not fill the screens and are not centered.
 4. Video Teleconference System Cameras need to be raised up from their current position to provide a better viewing angle.
- ACTION: Items to be corrected by Ace AV.

PIC/TRAINING ROOM

- ACTION: There are no items to be corrected.

WATCH COMMAND

- ACTION: There are no items to be corrected.

COMMISSIONER'S SUITE

- ACTION: There are no items to be corrected.