
DIGITAL VIDEO PROJECTOR MOUNTING PROCESS (TEC-P012)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This process outlines the requirements for requesting the mounting of a digital video projector on the ceiling of a lab or classroom and the support responsibilities therein in the Wenatchee School District.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Digital AV Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 TSS_I –Technical Support Specialist, Tier I
- 4.2 Tech WOS –Operational Technology Work Order System
- 4.3 SchoolDude –Maintenance Work Order System

5.0 PROCEDURE:

- 5.1 Building
 - 5.1.1 Building TSS_I contacts Digital AV Technician and makes request in Tech WOS for installation of ceiling mounted digital projector.
 - 5.1.2 Within 72 hours, Digital AV Technician makes arrangements to meet with TSS_I and Maintenance electrician to consult location of projector placement in room. Consultation includes discussion of placement, power requirements/availability, and parts required.
 - 5.1.3 If power requirements/availability cannot be met, or the cost of upgrade exceeds reasonable expenditure, the Digital AV Technician will close out the job in the Tech WOS annotating the findings in the notes section.
 - 5.1.4 Digital AV Technician gathers parts information, vendor information, and pricing estimate, and submits via email to building TSS_I for order information and decision at building level.
 - 5.1.5 Building approves and submits a budget number to the Director of Operational Technology for order processing.
 - 5.1.6 Digital AV Technician updates the job status according to order and notes in the Tech WOS.
 - 5.1.7 Building submits electrical addition/modification work order into Maintenance “SchoolDude” work order system as outlined by Maintenance processes.
 - 5.1.8 Building notifies Digital AV Technician when parts and electrical work is completed.

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5.2 Technology

5.2.1 Digital AV Technician makes arrangements for installation during non-class times with building and Maintenance staff when assistance required.

5.2.2 Digital AV Technician mounts hardware and cabling within specifications of installed electrical circuit.

5.2.3 System tested, billing updated for material use, and job closed in Tech WOS.

6.0 ASSOCIATED DOCUMENTS:

6.1 Tech WOS (database server)

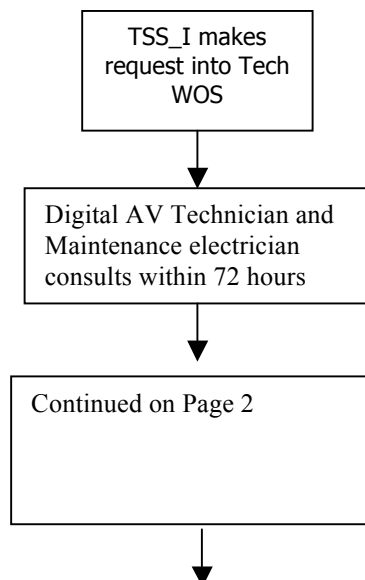
7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

8.0 REVISION HISTORY:

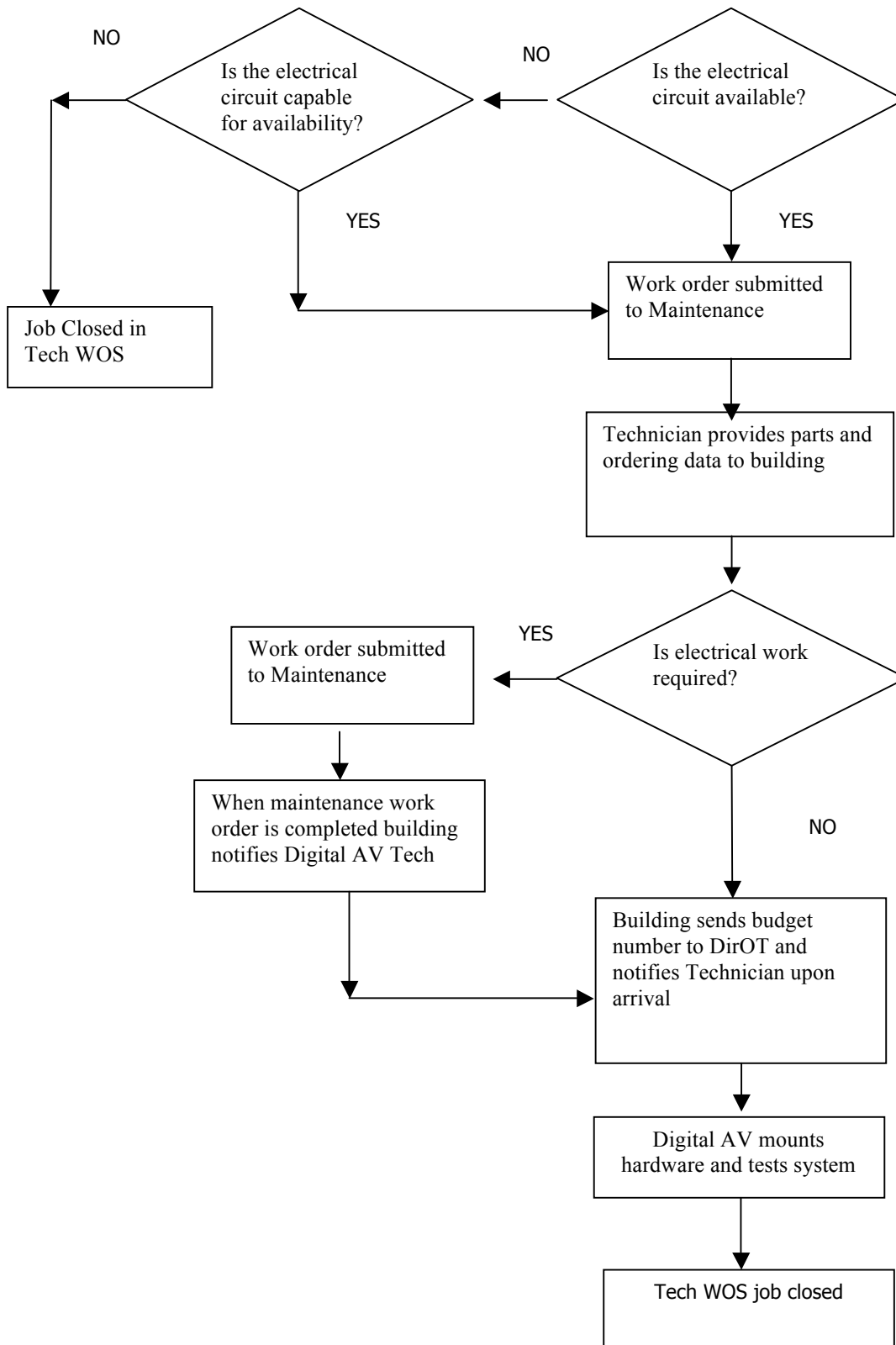
<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
27-SEP-07	A	Original Release
13-DEC-07	B	Section 5.1.4 modified, 5.1.5 inserted, flowchart updated.
10-JAN-12	C	Changed title TRA to TSS_I throughout document, add associated Document in 6.1, add billing statement in 5.2.3,

Exhibit "A"



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**** End of procedure *****