

Chalkboards:

Location	Dimension H/W	Fixed/ Motorized	Color	Surface (chalk/ white board)	Overall condition of board

Comments:

Projection screens:

Location	Screen width	Type (ceiling, wall, tripod)	Manual/ Motorized	Surface (e.g., matte)	Overall condition	Replace? With what size?

When the projection screen is used, how much **continuous** feet of chalkboard space is available? _____

Would the installation of a second screen help this situation? Yes No

If Yes, where should the second screen be located? _____

Other comments:

Lighting:

Are lights dimmable? Yes No

Is there banked lighting? Yes No If Yes, how many banks? _____

If Yes, does the front row(s) of lights switch separately to aid in projection? Yes No

Do lights run parallel or perpendicular to chalkboard/screen? Parallel Perpendicular

Comments:

Electrical Outlets:

Total number of outlets in room: _____

Are any of these outlets **NOT** grounded? Yes No

Do any of these outlets turn on/off via a wall switch? Yes No

If yes, please give location of outlet(s) and switch(es):

Bldg/Rm: _____

Date: _____

Please draw a rough diagram of the room. Locate doors, windows, screens, chalkboards, electrical outlets, data jacks, equipment, closets, etc. Also indicate steps, slopes, ramps, etc. ***If a rough diagram already exists, it is attached. Please verify that it is still correct.***

Codes:

- - - - = screen
- _____ = chalkboard
- = = electrical outlet
- L = light switch
- D = data jack
- W = window
- T = telephone
- M = microphone
- SS = screen switch

Jacks:

- F = TV
- B = BNC
- X = XLR
- P = 1/4" audio
- R = RCA
- K = key required
- SR = slide remote
- CS = chalkboard switch



Bldg/Rm: _____

Date: _____

