

In-Ceiling Motorized Projection Screen Installation Sign-Off Checklist

Printable field form. Use the exact model drawing, wiring diagram, installation manual and local professional requirements as the controlling documents.

Project information

Project / site	_____	PO / model	_____
Screen size / material	_____	Date	_____
AV lead / installer	_____	Owner representative	_____

Installation sign-off

Section	Check item	Result	Notes / evidence	Responsible party	Date / sign-off
Document control	Exact model, size and approved drawing match packing list	[] Pass [] Fail [] N/A	_____	AV contractor	_____
Structure	Independent structural support and load path are complete	[] Pass [] Fail [] N/A	_____	General contractor	_____
Ceiling	Opening, trim, level and access dimensions match drawing	[] Pass [] Fail [] N/A	_____	Ceiling contractor	_____
Electrical	Power, grounding, isolation and circuit protection are complete	[] Pass [] Fail [] N/A	_____	Electrician	_____
Controls	Control wiring, receiver location and fallback control are tested	[] Pass [] Fail [] N/A	_____	AV integrator	_____
Coordination	Sprinklers, lights, HVAC, speakers, cameras and access panels are clear	[] Pass [] Fail [] N/A	_____	General contractor	_____
Safety	Lift plan, temporary support, trained personnel and PPE are in place	[] Pass [] Fail [] N/A	_____	Installer	_____
Installation	Housing is level, secure and not twisted; moving parts are clear	[] Pass [] Fail [] N/A	_____	Installer	_____
Commissioning	Upper and lower limits, bottom-bar position and full cycles pass	[] Pass [] Fail [] N/A	_____	Installer	_____
Commissioning	Projected grid and real content are centered and aligned	[] Pass [] Fail [] N/A	_____	AV integrator	_____
Handover	Final photos, as-built drawing, serial record and owner handover are complete	[] Pass [] Fail [] N/A	_____	Project manager / owner representative	_____

Commissioning and quantified acceptance

Use the model manual or approved submittal if it specifies a stricter requirement. Record measured values and attach photos of the grid, bottom bar, limits and final label.

Test	Test condition	Pass / Fail standard	Evidence and final approver
Run count	3 complete down-and-up cycles unless the model manual requires more	No binding, contact, unexpected stopping or change in tracking	Installer and AV lead
Abnormal noise and contact	Listen at start, travel and stop with room quiet	No scraping, rubbing, rattling, impact, binding or abnormal vibration	Installer
Bottom-bar level	Measure left-to-right difference in mm when fully deployed	Within drawing/manual tolerance; obtain written acceptance if none is specified	Installer and owner representative
Upper and lower limits	Run to both programmed stops with trim and furniture clear	No overtravel, housing impact, incomplete drop or unsafe bottom-bar position	Installer
Control response	Test primary control three times, then fallback method	Movement begins within 2 seconds baseline or agreed control specification	AV integrator
Image alignment	Project grid and real content after screen is fully settled	Centerline and visible area match approved drawing; record offset in mm	AV lead and owner
Final acceptance	Review checklist, documents, photos and as-built drawing	Deviations have owners and due dates; dated final signatures complete	AV lead, installer and owner

Safety and handover reminders

☐ Use the exact model installation manual and approved drawing.
☐ Electrical work must be completed by a compliant electrician.
☐ Confirm structural support and local building, fire and seismic requirements.
☐ Complete Lockout/tagout before wiring or service.
☐ Photograph structure, wiring and product label before ceiling closure.
☐ Deliver the as-built drawing, control diagram, warranty and service route to the owner.