

## Audio Equipment Maintenance Checklist

### Weekly

- Check every input and set gains for every channel  
Save Session on digital board
- Change batteries on wireless mics and wireless in-ear receivers  
(Rechargeable batteries can save you a lot of money!)

### Monthly

- Backup show file from digital board to external drive
- Using compressed air and a vacuum to clean out fans on amplifiers and sound board
- Wipe dust off equipment with clean microfiber cloth

### Quarterly

- Check cables for damage or wear, order new ones as necessary. This is also a great time to unplug everything off the stage and “start from scratch.” You may find that more than 50% of them are already unplugged as it is. This can be a great way to shuffle your stage around for a new look, or just clean up cables on stage.
- Rescan frequencies for microphone and wireless in-ear receivers (If you don't know how to do this check your owner's manual. They are a great resource to make sure you know how to operate your gear. You might even find that your equipment can do things you never knew it could!) You never know what things changed or if you have a neighbor who might be throwing your frequencies off!
- Schedule half day refresher training on equipment (This can be super helpful to help your volunteers to learn more about the system. We offer a number of different training packages on Audio, Video, Lighting and Production! We would love to talk with you about setting up a training schedule for your system and space.

### Yearly

- Do full system testing on all gear. This is a service we offer to come in and just do a full run through of all the systems and gear that you use, answer questions you might have, and is an opportunity for us to offer recommendations on areas of your particular system that might be “on their last leg” This can be a great way to prevent that catastrophic failure at the worst possible time. by catching issues and problems preemptively