

# Video System Maintenance Checklist

## Weekly To Do:

- White balance cameras
- Format recording cards
- Do a test web stream
- Check any on stage or on table video cables such as for a walk in laptop to make sure they are in good condition
- Notate any issues or differences to normal setup in a "Captains log"

## Monthly To Do:

- Check projectors for bulb hours or filter warnings
- Check computers for updates
- Check web-stream keys and streaming box
- Clean off control panels with compressed air or microfiber cloths
- Power cycle Video Switcher
- Check Keystone or corner warping on projectors

## Quarterly To Do:

- Service projectors with a wipe down from a microfiber cloth on the outside
- Wipe lens with a lens cleaning wipe
- Tighten projector mounts
- Blow out projector filters with compressed air
- Check for dead pixels or modules that are not seated correctly on Led Walls
- Schedule a free system checkup with LambdaAV