

Court Recording Systems

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 04/02/2008						
1	Check the installation against records, record and report any discrepancy found				Y	
2	Test all functions of the operator's console equipment, microphone mixer, amplifier and record/playback machines				Y	
3	Check audio levels and audio quality for all equipment				Y	
4	Check operation of all microphones and headsets and condition of connectors and cords				Y	
5	Check the operation of all controls, VU meters, LEDs and lamps				Y	
6	Clean and check all record/playback machines				Y	
7	Clean and check tape guides and heads on record/playback machines				Y	
8	Check all record/playback machines for worn mechanical parts, deterioration of drive belts and mechanical noise				Y	
9	Visually inspect the condition of all equipment for damaged, stressed or heated components				Y	
10	Check all equipment for proper ventilation				Y	
11	Check all court recording equipment and service it in accordance with the recommended procedures of the manufacturer				Y	
12	Inspect all visible wiring and ducts				Y	
13	Record each visit and obtain client signature				Y	
14	Maintain a client's log book				Y	

Special Comments and Technical Data

\*SPECIALIST CONTRACTOR REQUIRED FOR THIS TYPE OF WORK.  
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For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

Download Date: 22/12/2020

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