

## **System(s) Sweep Procedures**

At least once a year, there is a requirement for all of the Faculty of Communication Design's major recording studios and television studio's to have an overall system sweep. This is required because these studio's often contain a multitude of complex systems of which components may become misaligned through months of Academic use. The purpose of this document is to outline the responsibilities associated with such sweeps by the Schools Operational staff and the staff of the Media Systems Group.

It is expected that all major television and audio studio's will be swept over the summer months and be operational for the start of classes in September. The Technical Services Committee would note any deviations from this practice so any affected schools can note any irregularities and compensate for them accordingly.

The sweep procedure will be initiated prior to the summer break by the initiation of a detailed operational check of a facility by the schools operational staff. (An outline of the nature of that operational check is included in this procedure.) Following the initial operational check the Media Systems Technology Group will follow up on any faults reported via the Fault Reporting Procedure and will engage in their sweep during times that are reserved in the summer months for this purpose. (An outline of the nature of the Media Systems Technology Group's check is included in this procedure.) Prior to the start of the Academic year the schools operations staff will check that all repair requests have been fulfilled and that the facility is operating as expected.

In the ideal practice that follows a sweep the operations staff through the Fault Report procedure would report any technological malfunctions that would occur during the academic year and repairs would take place in accordance with the procedure.

## **Television Studio Sweep Procedure**

At the end of an academic semester, the operational staff of the school or department that owns a television studio shall perform an operational sweep. Any faults that result from the check will be reported via the Fault reporting procedure. The Operational check for a television studio will consist of;

### **Television Studio/Control Room System Operational Check-Video**

- Switcher operation check – including chroma & luminance keys, effect wipes, dissolves, light bulb illumination and camera tally operation
- VTR(s) playback/record operation check
- Still store, character generator, and stop frame animation operation check (where applicable)
- Floor monitoring equipment check
- Camera pedestal operation check
- Intercom operation check
- Lighting console operation check

- Teleprompter operation check
- Mic boom operation check

Television Studio/Control Room System Operational Check-Audio

- Mixer operation check- using mic signal at individual input channel, assign channel to master out to verify signal flow (confirming pan & EQ)
- DAT, CD, cassette, VTR playback/record, Audio Work Station and reel to reel operation check confirming channel designation into mixer & signal presence

Once concluded and the results and faults are reported the Media Systems Technology Group will perform a sweep that consists of the following two procedures;

Annual Television Studio/Control Room System Sweep – Video (Performed In Summer Months)

- Check/adjustment of monitoring equipment accuracy: waveform monitor, vectorscope, colour monitor setup (program/preview match), black white monitor set up.
- Measurement/adjustment of all video signals at patch points and studio floor trunks (including key signals where applicable)
- Measurement/adjustment of camera chain signal (back focus, signal levels, camera white/black balance, gamma, camera matching)
- Check of camera zoom & focus control
- Check/measurement/adjustment of additional signal source equipment (character generator, still store)- including software updates & fan replacements
- Timing check/adjustment of all video source signals including cameras, VTRs, still store and character generator (where applicable)
- Clock operation check & adjustment

Annual Television Studio/Control Room System Sweep – Audio Video (Performed In Summer Months)

- Check/adjustment of monitoring equipment accuracy: audio metering, monitoring speakers (audio & video control rooms and studio floor)
- Check/measurement/adjustment of audio signals at patch points and studio floor trunk lines
- Audio Workstation check: software updates & fan replacements

Seasonal Television Studio/Control Room Check – Video (Performed During Christmas Break)

- Check/adjustment of camera chain (back focus, signal levels, camera white/black balance, gamma, camera matching)
- Check of camera zoom & focus control

- Check/adjustment of monitoring equipment accuracy: waveform monitor, vectorscope, colour monitor setup (program/preview match)
- Clock operation check & adjustment

*Seasonal Television Studio/Control Room Check – Audio (Performed During Christmas Break)*

- Check of monitoring equipment: audio metering, monitoring speakers (audio & video control rooms and studio floor)

**Audio Recording Studio Sweep Procedure**

At the end of an academic semester, the operational staff of the school or department that owns or operates an audio recording studio shall perform an operational sweep. Any faults that result from the check will be reported via the Fault reporting procedure. The Operational check for an audio recording studio will consist of;

**Audio Mix/Radio Control Room System Operational Check**

- Mixer operation check- using mic signal at individual input channel, assign channel to master out to verify signal flow (confirming pan & EQ)
- DAT, CD, cassette, VTR playback/record, Audio Work Station and reel to reel operation check confirming channel designation into mixer & signal presence

Once concluded and the results and faults are reported the Media Systems Technology Group will perform a sweep that consists of the following two procedures;

*Audio Mix/Radio Control Room System Sweep (Performed In Summer Months)*

- Check/adjustment of monitoring equipment accuracy: audio metering, monitoring speakers (audio & video control rooms and studio floor)
- Check/measurement/adjustment of audio signals at patch points and studio floor trunk lines
- Audio Workstation check: software updates & fan replacements

*Audio Mix/Radio Control Room System Check – Audio (Performed During Christmas Break)*

- Check of monitoring equipment: audio metering, monitoring speakers (audio & video control rooms and studio floor)