



# AV Equipment Management Q&A Bundle

By  CHEQROOM





# **How to organize gear maintenance and repair**

# Prevent problems before they happen – no crystal ball required.

AV equipment ain't cheap. Add the costs of avoidable repairs and lost projects and you have a recipe for frustration, budget issues and even reputational damage.

Making your stuff last and squeezing every drop of value out of it means knowing what you have, its condition and how to organize it to keep it all in tip-top shape, 24/7.

**Discover our 3 principles of preventative repair and maintenance.**

## 1. The policy

### Create a clear framework for maintenance and repair

- Write a policy that covers single element of the maintenance cycle, from the purchase of new gear to daily/weekly check-ups and scheduled downtime.
- Create a detailed checklist for every colleague to follow when maintaining each piece of equipment.
- Have too much – or delicate and/or expensive – gear? Consider hiring a specialized maintenance and repair subcontractor.



## 2. The place

### Set yourself up for maintenance success

- An organized and tidy equipment room minimizes the chance of knocks and accidental breakage. Even better: lock up pricey/delicate gear.

#### Explore expert tips and tricks on setting up your equipment room

- Set up a dedicated space for cleaning and maintenance and clearly assign cleaning responsibilities.
- Invest in high-quality, professional cases for kits of equipment that travels together to avoid damage.
- Make sure your equipment room is cool (20 C or below), dry (30-40% humidity), dark and stable (no extreme conditions or strong magnetic fields).

## 3. The plan

### Prior planning prevents poor performance

- Schedule regular maintenance/downtime when equipment is least needed (weekend, holidays, evening).
- Communicate maintenance/downtime schedules to users and offer alternatives in case gear is unavailable.
- Don't forget to include periodic upgrades/updates for software and firmware in your plan.



#### **Pro tip**

an asset management tool like [CHEQROOM](#) makes it easy to set up, follow up on and track repair and maintenance cycles. With automatic alerts, easy flagging of damaged equipment and detailed item histories, running a tight ship is a piece of cake – and everybody likes cake.

# How to do an equipment audit

By  CHEQRROOM

# You don't have to tackle it all at once... divide and conquer.

If your equipment room is home to over 50 items, if 10 or more people use the equipment and/or you have multiple shifts passing through, regularly auditing your gear isn't something you can pass on... unless you want to get fired. Kidding! (Not kidding!)

Periodic equipment audits pave the way for **The Perfect Equipment Room Workflow**: you have all the gear you need for the next project on hand, you know where everything else is, it's all in great shape, you know what you have to rent and when – and your creatives are free to do what they do best with zero extra stress.

## 4 types of audits

Operating across multiple locations? Have a large production team? Own lots of different items? Is turnover high? Your audit approach depends on how your organization is set up.

### Good: location based

Your basic audit approach: take stock of everything you have in one location. This can get pretty intense, especially if you're auditing often, working with serial numbers and spreadsheets and/or have lots of varied equipment.

### Self-service: kit based

If you organize your equipment room in groups of items used together (camera, lenses, monitor, battery, cable A, cable B, etc.), rotate through each kit on a regular basis – or have kit users perform these mini audits themselves.

### Better: category based

Instead of trying to round up everything on site, tackle your audit by categories of items that live together on your shelves: monitors, lenses, batteries, etc. Rotate through each category on a continuous basis.

### Proactive: checkout based

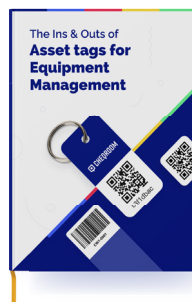
Why not perform an audit before the equipment used for a project gets checked back in? Start every project of a list of items and then go through it before bringing it back. A great way to avoid unpleasant surprises.

# Asset labeling: a fast track to pain-free equipment audits

Tagging your equipment and using a USB or Bluetooth scanner or mobile app is a game-changer when it comes to smooth, simple audits, hiccup-free workflows and epic efficiency.

But wait, there's more! **Giving each of your items its own unique identity and profile:**

- ensures security and traceability (also handy for warranty)
- proves your organization's ownership
- keeps boring manual tasks off your plate
- links them seamlessly with your asset management system



Nerd out by reading our asset tag e-book!

[Download now](#)

## Pro tip

a digital asset management tool like [CHEQROOM](#) centralizes all the data you have about each piece of gear by location, category, kit, custody and project. You can perform audits at any moment by automatically excluding checked-out equipment from your audit, or even pausing it to follow up on later.



# How to make a business case for new gear

By  CHEQROOM





# Strong financial info is powerful, but it's not all about the benjamins.

So, your favorite brand has a new camera out – and it won't come cheap. What's the best way to prove to the decision-makers in your company that it should be purchased?

Some managers are more interested in ROI and financial figures, while others are more interested in performance and user experience. To convince them all, you'll have to prove – financially, and from the perspectives of the users – **that the investment delivers value.**

## The money side

**Compare purchase price vs. rental price,** and calculate how many times you estimate needing the equipment per year.

**Calculate depreciation;** if a EUR 8k camera is “old” after 4 years, and renting it costs EUR 200 a day, you'll have to use the camera 22 times over 4 years to justify renting vs. buying.

Our [free ROI calculator](#) does the math for you!

## The people side

**Get consensus from the bottom up** by talking with the people who use the equipment. Figure out what they're looking for in a piece of gear like this and what outcomes they value. Put their consensus down on “paper”.

**Perform a test on the equipment;** does it work as promised? Do your users like it? Is it easy to use? If the results are in favor of the purchase, collect detailed feedback from the team and put it into context for your manager or business decision-maker.



# Should you buy or should you rent

## Buying

### Why you **should** buy

- Tax benefits for “fixed assets”
- Safely save presets and preferences
- Always available
- No transport needed

### Why you **shouldn't** buy

- Larger up-front investment
- You handle insurance, repair and storage
- You're stuck with it for (its) life

## Renting

### Why you **should** rent

- Use awesome gear for cheap in short term
- Quickly boost short-term capacity
- Insurance/maintenance included
- Flexible choices in equipment

### Why you **shouldn't** rent

- More expensive in the long term
- Can't safely store presets
- Time wasted on transport



### **Pro tip**

CHEQROOM makes business cases a walk in the park by centralizing all information about every single piece of gear – price, warranty, times used, etc. – in one place.

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# How to set up a hybrid equipment room

# The happy medium between self-service and a closed equipment room.

Pricey gear + heavy equipment room traffic = risk of loss, theft, breakage. But in a world where most equipment managers have additional specialties and responsibilities, a closed equipment room isn't always an option except for the biggest companies.

A hybrid equipment room may be exactly what you need to strike that perfect balance between oversight and flexibility. Discover 5 steps to a flawless experience – **a win-win for equipment managers and users alike.**

## Set up the right hybrid location

- Designate an accessible reservation area outside the equipment room.
- Ensure that gear can be picked up or dropped off in a predefined location – such as a specifically labeled drawer.
- Link each drawer/space/shelf with one specific user.
- Separate pickup and drop-off locations to avoid confusion and mistakes.

## Automate communication

- Clearly notify freelancers and internal equipment users of where to pick up/drop off the gear as well as relevant passcodes for locks.
- Work with SMS: SMS messages are simple, more present than e-mail and don't require an internet connection to access.



# Invest in the right infrastructure

- Purchase lockable cabinets or cages to safeguard your gear.
- Use combination or numeric padlocks – not keys, which have to be exchanged in an extra transaction.
- If working with multiple equipment rooms, consider installing a card access system (no need to reset lock combinations after every use).

## The benefits

### For equipment managers

- No need to physically be there to orchestrate pickup and drop-off
- Prepare equipment for checkout ahead of time
- No queues of users to deal with
- Time to handle other responsibilities

### For users/freelancers

- No hurrying to finish up a shoot or other project on time
- Flexible pickups and drop-offs
- Easy-to-access notifications about location/time of pickup/drop-off
- No extra time spent on communication

### Pro tip

an asset management tool like [CHEQROOM](#) adds an extra layer of insight and accountability to the equipment management process.

Rely on a digital “paper trail” documenting all notifications and the history of the booking process, ensuring full traceability in case of broken gear. Easily link SMS (or e-mail, or push) notifications to the triggers of your choice (ex. when equipment is due/late) and take automated communication a few steps further.