• Light fixtures, dimming systems, projection screens, HVAC diffusers, sprinkler heads, speakers, sound diffusers, chalkboards, acoustic wall coverings, ceiling tile, floor boxes, conduit runs, and their installation must meet established WVU standards.

• When choosing the location of one or more projection screens, it is WVU’s preference that two screens (individually controllable and source-switchable) be installed if the classroom can properly accommodate it. Keep as many audience members within 45 degrees of each screen’s surface. Viewing the screen at too harsh an angle strains the eyes.

• When selecting a screen size, the appropriate screen height can be judged from knowing the seating arrangement. Measure the distance from the screen surface to the furthest viewer and divide by 6. To calculate the appropriate projection screen width, take the height measurement and multiply by 1.6 in order to display a 16:10 widescreen image.

• The eight-gang floorbox requires two duplex receptacles (each connected to its own 110 circuit, clearly labeled “Floorbox #” in the breaker box), plus one 6-port data jack (wired direct to network closet) installed on one side (blank plate will cover 4th spot on that side). On the other side of the floorbox, space for all AV connectivity will be split between the four single-gang plates there. Individual conduits for power, network, low voltage wiring, and 70V speaker system should be connected appropriately. Placement to meet established WVU standards.

• There must be a ‘manual’ switch for each projector screen in the classroom to allow for independent control of the screen(s), other than from the automated touchpanel control system. The switch(es) are to be located on the wall directly behind the instructor station.

• In classrooms / auditoriums when the projector is installed 11’+ above finished floor, or above tiered seating where an 8’ ladder will not be able to stand, a projector lift needs to be installed inside the finished ceiling. Projector lift control switches are to be located within the rear of the lectern.
• Wherever installed, the projection screen(s) and projector lift(s) must have their height (maximum and minimum) limiters programmed prior to the AV installer’s work and then reviewed & adjusted after project completion for accuracy.

• Behind the instructor’s station, there must be a lighting control switch allowing for established WVU standard preset light settings, allowing for user control other than from the touchpanel system.

• Lectern type used per classroom is based on room design/size. Placement to meet established WVU standards. A minimum of 4 feet must be left around 3-sides of the lectern (front, back, and a side) for ADA compliance, user accessibility and maintenance access.

• All work within the ceiling and running of conduit and wiring are to be completed by the General Contractor. The Audio-Visual contractor installs only, and does not affect building structure in order to adhere to Morgantown tax law.

• All classrooms require a window on the door to the interior of the building. At least one interior entrance will have online swipe-card lock system (CBord) installed. Any door from the classroom to the exterior of the building (typically exit only) should not have a window.

• A closet within the building, designated for CTec use independent of other groups, should be located near CTec-supported classrooms to allow for storage of tools, spare equipment and ADA-compliant devices. The closet size need varies based on the types and number of classrooms. A rough calculation would be: 20 sqft to start, plus number of CTec-spec auditoriums (grouped in 3’s) multiplied by the maximum number of projectors installed per room, plus 10 sqft per CTec-spec classroom (grouped in 6’s) multiplied by the max number of projectors installed per room. Due to electronic storage, the closet should be located away from damp places or temperature extremes. There must be an ADA-accessible path from the closet to all classrooms (i.e. elevators or ramps).

• All rooms receive single height-adjustable desks with no-flex side chairs, number based on ADA percentage of seating. In all auditoriums/lecture halls, instructor gets a side table and flex-side chair in addition to a stool.
• Classrooms receive BLACK chalkboards. Whiteboards are reserved for computer labs only. There also must be a pencil sharpener located at the front of the classroom, typically to the right of the primary chalkboard. Use of additional chalkboards in accessible areas is encouraged.

• All windowed classrooms get blackout shades and vertical blinds (GC task). New WVU standard shades and blinds are being determined.