

Conference Room AV Equipment Inventory Sheet

Room Name/Number

Location

Date

Inspected By

AV Equipment Inventory

Equipment Type	Brand/Model	Quantity	Serial Number	Condition	Notes
Projector					
Display Monitor					
Speakers					
Microphones					
Conference Phone					
Camera					
Video Switcher					
AV Control Panel					
HDMI/VGA Cables					
Other					

Comments/Issues