



# Alpine Home Media

Custom Home Systems

Home Theater & Audio • Networks • Automation

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## **The Alpine Home Media Installation Process**

The following describes the process that we use to work with you throughout the installation of your system. Note that on some of the simpler jobs one or more of the installation steps may be combined into a single visit. Still, the following lays out the process and what you can expect when working with Alpine Home Media

### ***1. The Consultation***

On our initial meeting we will discuss your ideas and desires and walk through your home or work with your house plans to identify the scope of work to be performed. From this meeting, we will develop a personalized proposal for you that will serve as our working guideline as we proceed.

### ***2. The Proposal -- With Scope of Work***

We will develop for you a system proposal that will provide the framework for the work to be done on your project. Contained within this document will be the "Scope Of Work" which will detail everything. We will meet with you to go over the proposal in detail. At that time we will take note of any changes that you want to make so that we may update it accordingly.

### ***3. The Initial Walk Through***

If we are fortunate enough to have the proper amount of lead-time, you should contact us once you have done your walk through with the electrician. This gives us about a two-week lead-time, which should be enough notice to get your pre-wire work on our schedule. We will set up a time with you within these two weeks to walk through the house to identify the exact location of all the devices that we will be installing for you. Please allow 1-2 hours for this process, depending on the size and complexity of your system.

### ***4. The Pre-Wire***

Before the sheet rock is installed, we will pre-wire your house according to our walk through with you. There most likely will be subtle changes from the proposal to the actual pre-wire based on the realities of the building's structure. None of your equipment is purchased at this time.

### ***5. The Initial Finish***

Usually, several months will transpire before we will be called upon to do any more work on your project. The next phase of the project will occur when the painters are just completing their work. When they are about two weeks from finishing, you or your builder should



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contact our office to schedule the "INITIAL FINISH." This is the time in the project that we will install all of your, plates, jacks, in-wall and/or on wall devices. Basically, we need to fill up all the holes in your house where one of our wires is located.

At this time it is usually a good idea to review the equipment choices because things change rapidly in our industry and we wish to insure that you are getting the latest equipment available. This is also a good time for you to consider scheduling the activation of phone, cable, and high-speed internet services with your local utility company. They usually require 2-3 week lead-time for their phase of the work to be completed.

## ***6. The Final Finish – Move In***

Usually at the time of "Initial Finish," you are 30-60 days from move in which provides enough lead time to order your equipment and be prepared for the "Final Finish" installation when you move in. On the ACTUAL MOVE IN DAY, we attempt to be there as well as 2-3 days afterwards to wrap up your project. Giving us an exact move-in date is critical to our timing and as soon as you know this date, please contact us. The reasons we wish to be there on the actual move in date are to insure that you have some of the basic electronic amenities working.

We also do not wish to install any electronics in the house before you are living there to insure that they will not be removed without your permission. We realize this is a hectic time for you so we will take a low-keyed approach and do our job with minimal interaction with you. As we get further into the finish of the project, our lead installer will require brief moments of time from you to get answers to questions concerning your preferences related to your system.

## ***7. The Final Finish – Completion & Lessons***

As discussed in the previous section, the "Final Finish" phase will generally take several days to complete. We don't consider the project finished until everything is fully functional. We will give you written instructions that are specific to your system as well as a thorough personal lesson on its use.