READINESS CHECKLIST · CONDOMINIUM BOARDS & PROPERTY MANAGERS

Hybrid AGM & Smart Building Readiness Checklist

Use this checklist with your property manager to prepare for a smooth hybrid AGM and to spot gaps in your building's access control, cameras and network before they become problems.

Corporation / building _____ Completed by _____ Date _____

1 Hybrid AGM meeting room & AV

- [ ] **Camera coverage** — remote owners can see the head table and whoever is speaking (auto-tracking or preset camera positions).
- [ ] **Microphones** pick up every seat clearly (ceiling or table array), not just the chair's position.
- [ ] **Speakers** let in-room attendees hear remote participants without echo or feedback.
- [ ] **Display** is large enough for the back row to read slides and see remote attendees.
- [ ] **Room acoustics** checked — hard, echo-prone rooms may need treatment.
- [ ] **Wired network** connection for the meeting system (do not rely on guest Wi-Fi).
- [ ] **Power** available at the head table and for presenter laptops.
- [ ] **One-touch start** — staff or the chair can start the meeting without technical help.

Notes

2 Meeting platform & procedure

- [ ] Zoom or Microsoft Teams account **owned by the corporation**, not a personal account.
- [ ] Host and co-host roles assigned; a backup host is ready if the host drops.
- [ ] Owner **registration and verification** process agreed with the property manager.
- [ ] Virtual attendance, proxy and voting method **confirmed with your property manager and legal counsel** against your declaration, by-laws and the Condominium Act.
- [ ] Notice to owners explains how to join, how to vote and who to call for help.

- [ ] Recording policy decided and announced at the start of the meeting.
- [ ] Accessibility considered: dial-in option, captions, large-print materials.
- [ ] **Full dry run** held about a week before the AGM, using the actual room and equipment.
- [ ] Technical support on site (or on call) for the duration of the meeting.

Notes

3 Access control & intercoms

- [ ] **Fob audit** completed — lost, unassigned and former-resident fobs deactivated.
- [ ] Intercom / enterphone resident directory is current.
- [ ] Door schedules reviewed for lobbies, amenities, service rooms and after-hours access.
- [ ] Garage entry (readers, remotes or license plate recognition) tested and documented.
- [ ] Access control software and controllers are still supported and up to date.
- [ ] Each administrator has a **named login** — no shared accounts.
- [ ] System database is backed up and a restore has been tested.

Notes

4 CCTV & surveillance

- [ ] Coverage confirmed for entrances, garage, elevators, mail room, amenities and perimeter.
- [ ] **Retention period** decided, documented and actually achieved by the recorder.
- [ ] NVR health checked — all cameras recording, hard drives healthy, correct date and time.
- [ ] Remote viewing uses unique accounts with strong passwords (and MFA where available).
- [ ] Privacy notice signage posted where cameras are in use.
- [ ] Written procedure for footage requests — who can view, export and release recordings.

Notes

5 Network, Wi-Fi & concierge desk

- [ ] Building systems (cameras, access control, BMS) on a **separate network** from resident and guest Wi-Fi.
- [ ] All default passwords on cameras, recorders, controllers and routers changed.
- [ ] Firmware and software updates applied and scheduled.
- [ ] Battery backup (UPS) for network equipment, NVR and access control panels.

- [ ] Concierge / security workstations updated, protected and backed up.
- [ ] Common-area and amenity Wi-Fi coverage tested in the spaces residents use most.

Notes

6 Documentation & vendors

- [ ] Equipment list with locations, models and warranty end dates.
- [ ] As-built drawings or a camera / reader layout map on file.
- [ ] Vendor contacts, service agreements and response times documented.
- [ ] Admin credentials stored securely and handed over when managers or vendors change.
- [ ] Annual review date set for this checklist.

Notes

Items checked: _____ / 41

How to read your score: anything unchecked in sections 1–2 is worth fixing before your next AGM. Unchecked items in sections 3–6 are usually quick wins that reduce risk and service calls.

Want a second pair of eyes?

Book a building walk-through and get a clear, prioritized plan for your meeting room, access, cameras and Wi-Fi.

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