

## **Audio Visual Surveillance Technology Frequently Asked Questions**

### **How do I know what standards are to be followed in the operation of the system?**

All operations (except by law enforcement and official audits) of AVST equipment at Texas A&M University are expected to comply with the [AVST Operational Standards](#).

### **Where do I place the camera signs in my building?**

The location of the sign(s) must be “conspicuous” (obvious to the eye, attracting attention). Section 703.4 of the [2010 Americans with Disabilities Act Standards for Accessible Design](#) may provide some guidance for effective placement of the signage.

### **How often does the committee meet?**

The AVST Committee meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month (excluding holidays).

### **How long does it take the committee to process an installation submission?**

The Committee recommends that a request be submitted at least one month in advance of intended installation/operation. However, requests for routine installations are usually processed in two weeks or less.

### **How will I know when the installation request has been approved?**

An email notice verifying the approval of the AVST request will be sent to the primary contact listed in the request.

### **If I amend a request, do I have to complete a new request submission form?**

In most cases no, but it depends on the degree to which the original request is being amended. Simply contact [avst@tamu.edu](mailto:avst@tamu.edu) and explain what changes are desired. You will be notified regarding what additional information is needed and how to provide that information.

### **If my department has older cameras, do I submit a request for the existing cameras?**

No. Existing installations will be reviewed for compliance at some time in the future.

### **Points of Contact:**

Physical security/Effective Configuration of Security Cameras:

Alan Baron, Lieutenant UPD: [abaron@tamu.edu](mailto:abaron@tamu.edu), 862-8125

AVST Committee standards, requirements or requests:

Jeff McCabe: AVST Committee Co-chair: [j-mccabe@tamu.edu](mailto:j-mccabe@tamu.edu), 845-8438

Request submission:

[avst@tamu.edu](mailto:avst@tamu.edu)