

Ministry of Public and Business Service Delivery and Procurement

JVN-FSOW Visual Verification Report Requirements

GovTechON

Justice Video Network, JTS - 10th Dec 2025 – Author: Prem Patri and ETG

Ontario 

Instructions to Complete FSOW Visual Verification Report

- Please refer to the JVN-FSOW Table included in the IFC package for documenting and providing the visual verification report as proof of competition.
- Each location outlined in the FSOW table should have its own slide/page in the visual verification report.
- Please ensure that one photo of each location electrical outlet includes an outlet tester showing that wiring is complete and that the circuit is live.
- All conduit paths should include a photo of both ends showing the pull string in place and photos of any added junctions if applicable.
- Please attach the completed redline & conduit drawings on the page titled Appendix A. These marked up drawings should include the location of all conduits, junction boxes, and pull box access hatches.
- Please attach a Network Connection test Report for all network connections on the page titled Appendix B
- Please attach a snippet of the drawing beside the photo identifying the location
- **Note:** This document is meant as an example of a real-world scope of work and does not include all potential court position requirements.
- **Note:** Photos attached below are meant to be guidelines, not specific examples.

General Guidelines

Visual Report Standards

General Contractor (GC) and Facilities Consultant must reference the JVN-FSOW requirements outlined on all pages with the DWG title Facilities Scope of Work (FSOW) table when preparing audit reports. This is typically found in pages AV-0011 to AV-0099.

Photo Labeling

All photographs must be clearly labeled with the corresponding location and room details (e.g., Judge dais, Clerk desk, Witness stand..., Courtroom #, RTR Room #, AV Rack Room #, Network Room #, Telecom Room #, Box tag ID, Jack ID and FSOW page, etc.).

Photo Quality

Take close-up photos wherever possible, ensuring the completed work is fully visible and unobstructed by people, ladders, furniture, or other objects.

Conduit Routing Restrictions

Conduits must not pass through or over another courtroom under any circumstances.

Junction Box Placement

Junction boxes must not be installed in the floor or ceiling of another courtroom.

Red-Line Drawings

Provide red-line or marked-up drawings as Appendix A that clearly identify the locations of all conduits, junction boxes and pull box access hatches.

General Guidelines

Change Management

No last-minute changes or adjustments to the FSOW requirements by the GC will be permitted unless prior approval is obtained from JVN, the ET Designer, and all Project Managers.

Courtroom Readiness

Any facilities work conducted in a courtroom or RTR must ensure the space is fully restored to an operational state, allowing court proceedings to resume the following day without disruption.

Reused Outlets

For any existing outlets being reused, clearly indicate their location, and include a supporting photograph.

Equipment Handling

GCs must not dismantle any existing equipment (e.g., projectors, displays) if doing so would render the courtroom inoperable the next day. In instances where a courtroom's AV equipment has been installed under the JVN/ETG support contract, it is imperative that the equipment be removed to facilitate the GC scope of work. This requirement should be identified during the early stages of project planning, and a formal CR must be submitted to address both the removal and potential reinstallation of the equipment.

Photos to be listed in the order of JVN-FSOW document

Courtroom photos:

Judge Location

Labelled photos clearly showing the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the judge's bench, along with conduit work stubbed into a floor/wall box with pull strings at both ends.

Clerk & Reporter Location

Labelled photos clearly showing the completed receptacle installation at the Clerk and Reporter Desks with an outlet tester in place showing the circuit is live and wired correctly, along with conduit work stubbed into a floor/wall box with pull strings at both ends.

Witness Location

Labelled photos clearly showing the completed receptacle installation at the witness stand with an outlet tester in place showing the circuit is live and wired correctly, along with conduit work stubbed into a floor/wall box, including pull strings at both ends.

Counsel Location

Labelled photos clearly showing the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly at both counsel desks, along with conduit work stubbed into a floor/wall box, including pull strings at both ends.

Accused Location (if applicable)

Labelled photos clearly showing the completed conduit work stubbed into a floor/wall box, including pull strings at both ends.

Display Location

Labelled photos clearly showing the completed receptacle installation, along with the plywood backing at the gallery display area, as well as conduit work stubbed into a floor/wall box with pull strings at both ends.

Camera Locations

Labelled photos clearly showing the completed conduit runs from the Judge, Counsel and Witness camera locations to the rack room, with pull strings installed at both ends.

IR Radiator locations

Labelled photos clearly showing the completed conduit work stubbed into a floor/wall box, including pull strings at both ends

Jury location (if applicable)

Labelled photos clearly showing the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly at the Jury box, along with conduit work stubbed into a floor/wall box, including pull strings at both ends.

Rack Location

Labelled photos clearly showing the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the Rack Location, along with conduit work stubbed into a floor/wall box with pull strings at both ends.

Photos to be listed in the order of JVN-FSOW document

AV Rack Room photos:

Labelled photos clearly showing all the completed network and voice drops terminated behind the AV rack, using CAT-6 cable mounted at standard outlet height on the wall.

Telecom / Network Room photos:

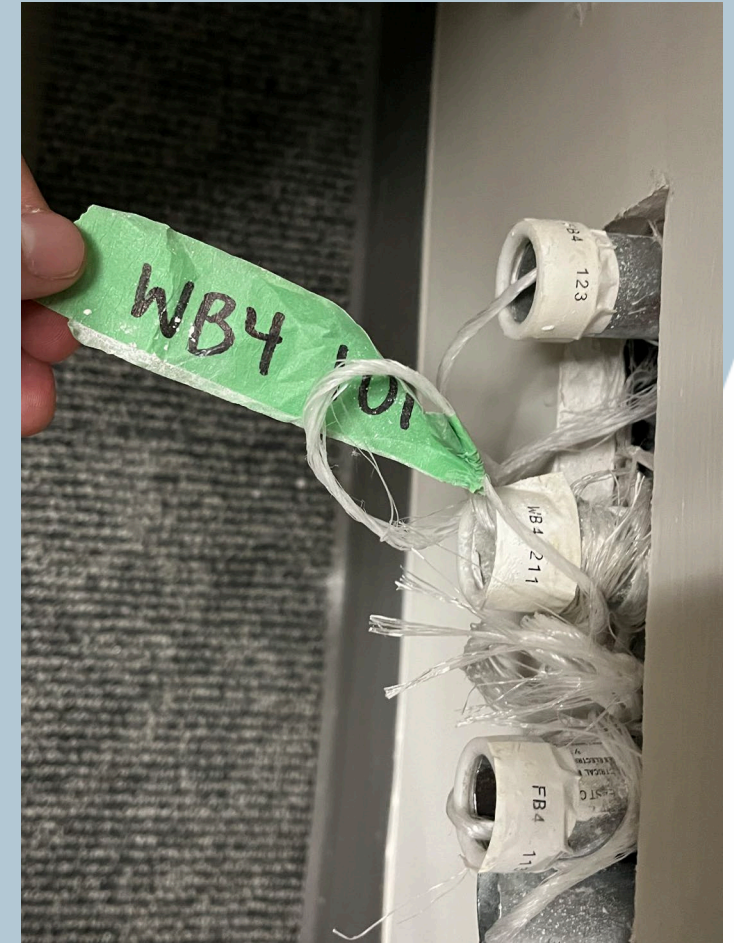
Labelled photos clearly showing the opposite ends of the network drops in the network room, and the voice drop in the telecom room clearly labeled. If both terminations are in the same room, a single photo showing both network and voice drop terminations is sufficient.

Remote testimony room (RTR) photos (if applicable):

- Labelled photos clearly showing the completed conduit runs from the In- Session Sign location to the rack room, with pull strings installed at both ends.
- Labelled photos clearly showing the completed conduit runs from Main and Confidence camera locations to the rack room, with pull strings installed at both ends.
- Labelled photos clearly showing the completed network and voice drops terminated behind the rack location, using CAT-6 cable mounted at standard outlet height on the wall.
- Labelled photos clearly showing the completed receptacle installation at the gallery display area with an outlet tester in place showing the circuit is live and wired correctly, as well as conduit work stubbed into a floor/wall box with pull strings at both ends.

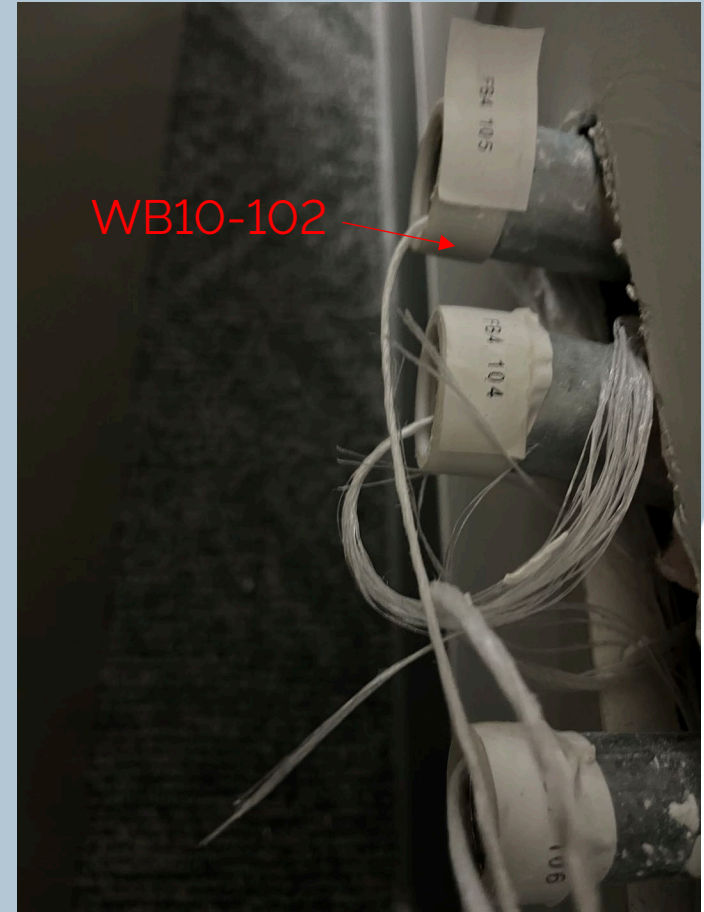
Judge Location

Reminder: Photos must show the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the judge's bench, along with conduit work stubbed into a floor/wall box with pull strings at both ends.



Clerk Location

Reminder: Photos must show the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the Clerk Location, along with conduit work stubbed into a floor/wall box with pull strings at both ends.



Reporter Location

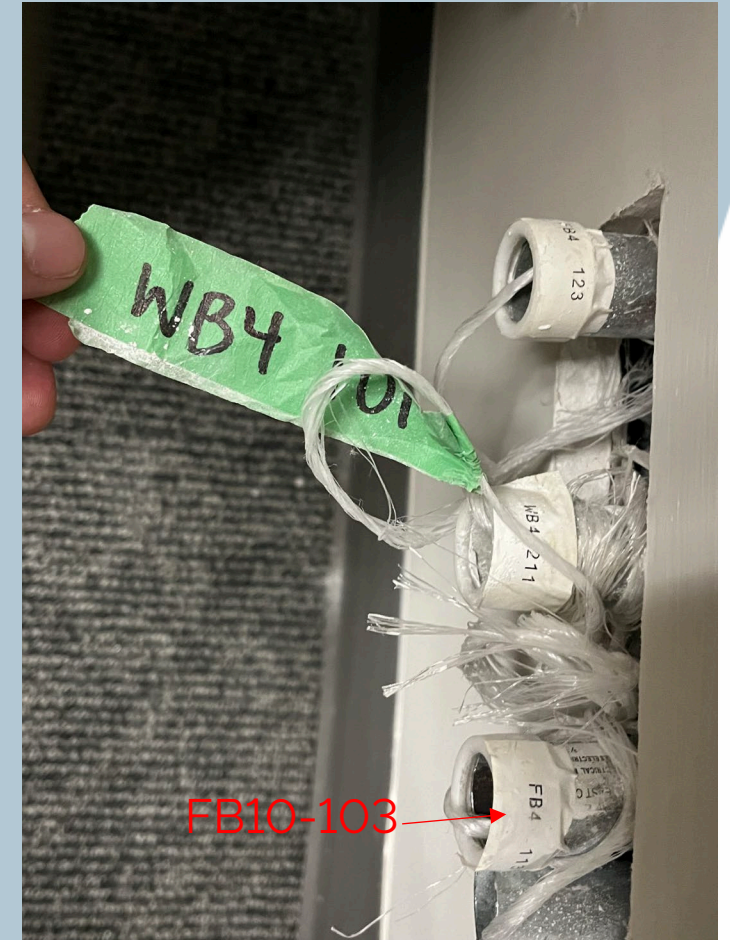
Reminder: Photos must show the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the Reporter Location , along with conduit work stubbed into a floor/wall box with pull strings at both ends.



Witness Location

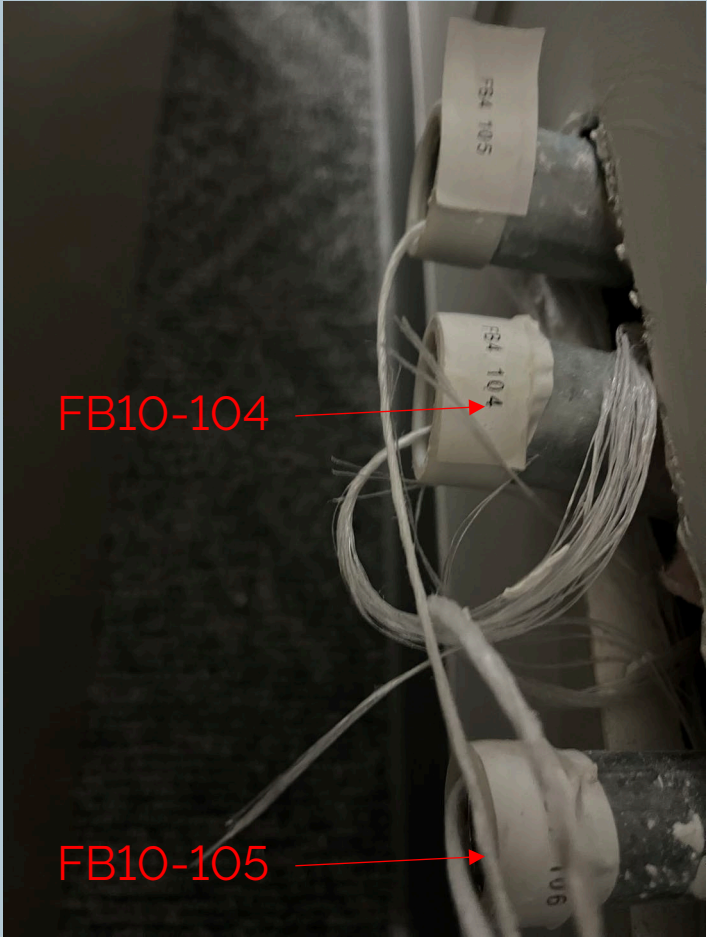
Reminder: Photos must show the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the Witness Location, along with conduit work stubbed into a floor/wall box with pull strings at both ends.

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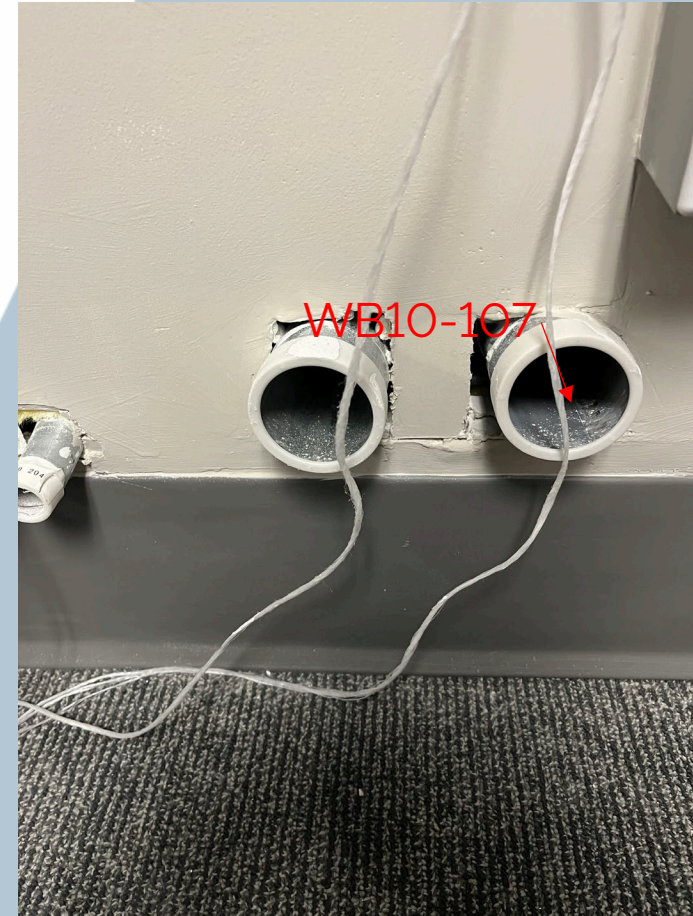
Counsel Locations

Reminder: Photos must show the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the Counsel Left & Right Location, along with conduit work stubbed into a floor/wall box with pull strings at both ends.



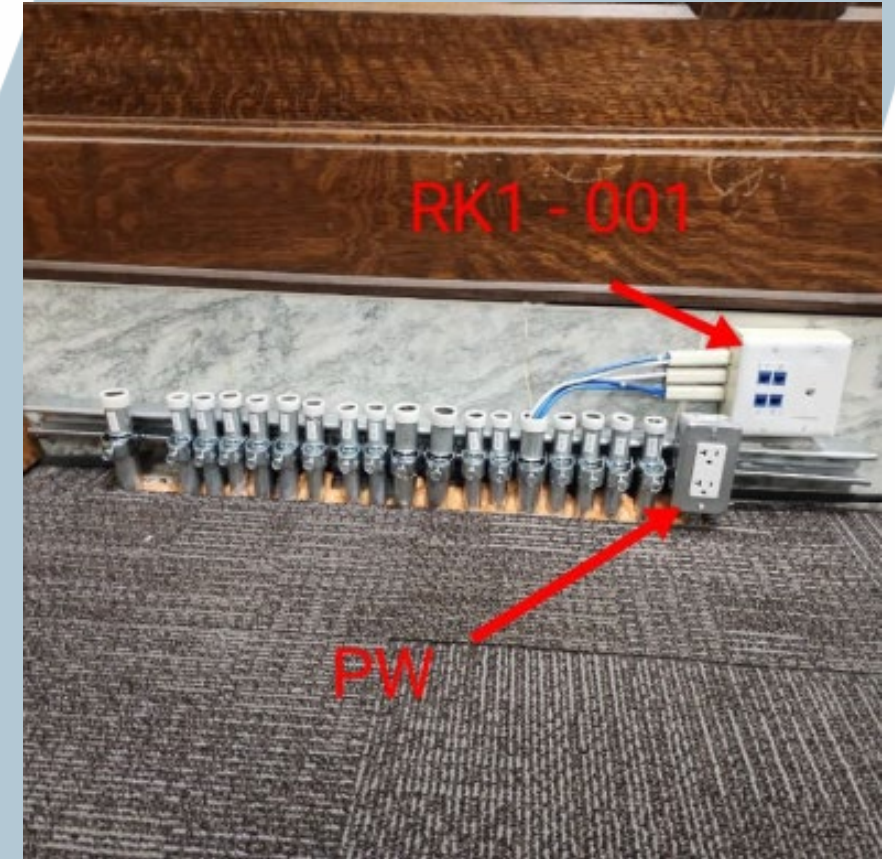
Lectern Location

Reminder: Photos must show the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the Lectern, along with conduit work stubbed into a floor/wall box with pull strings at both ends.



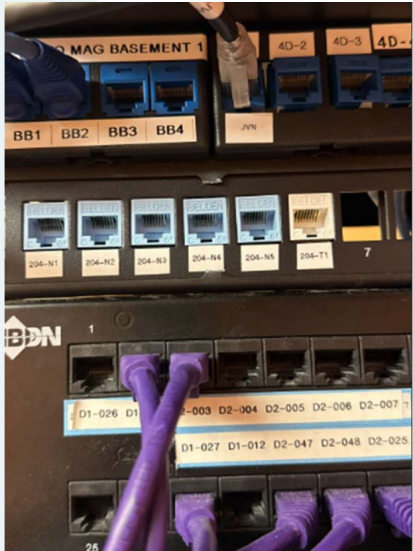
AV Rack Location

Reminder: Photos must show the completed receptacle installation with an outlet tester in place showing the circuit is live and wired correctly-at the Rack Location, along with conduit work stubbed into a floor/wall box with pull strings at both ends.

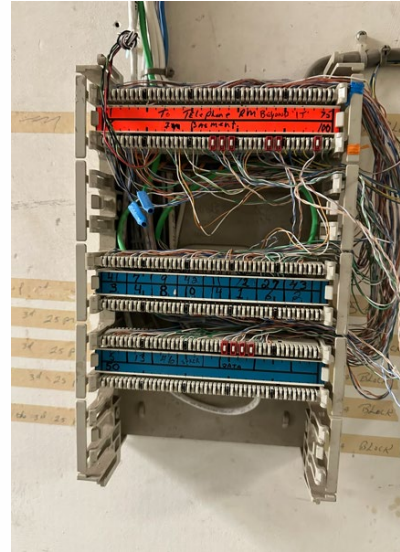


AV/Telecom/Network Rooms

Reminder: Photos must show the opposite ends of the network drops in the network room, and the voice drop in the telecom room clearly labeled. If both terminations are in the same room, a single photo showing both network and voice drop terminations is sufficient.



Cat6 data and voice keystone termination into the patch panel

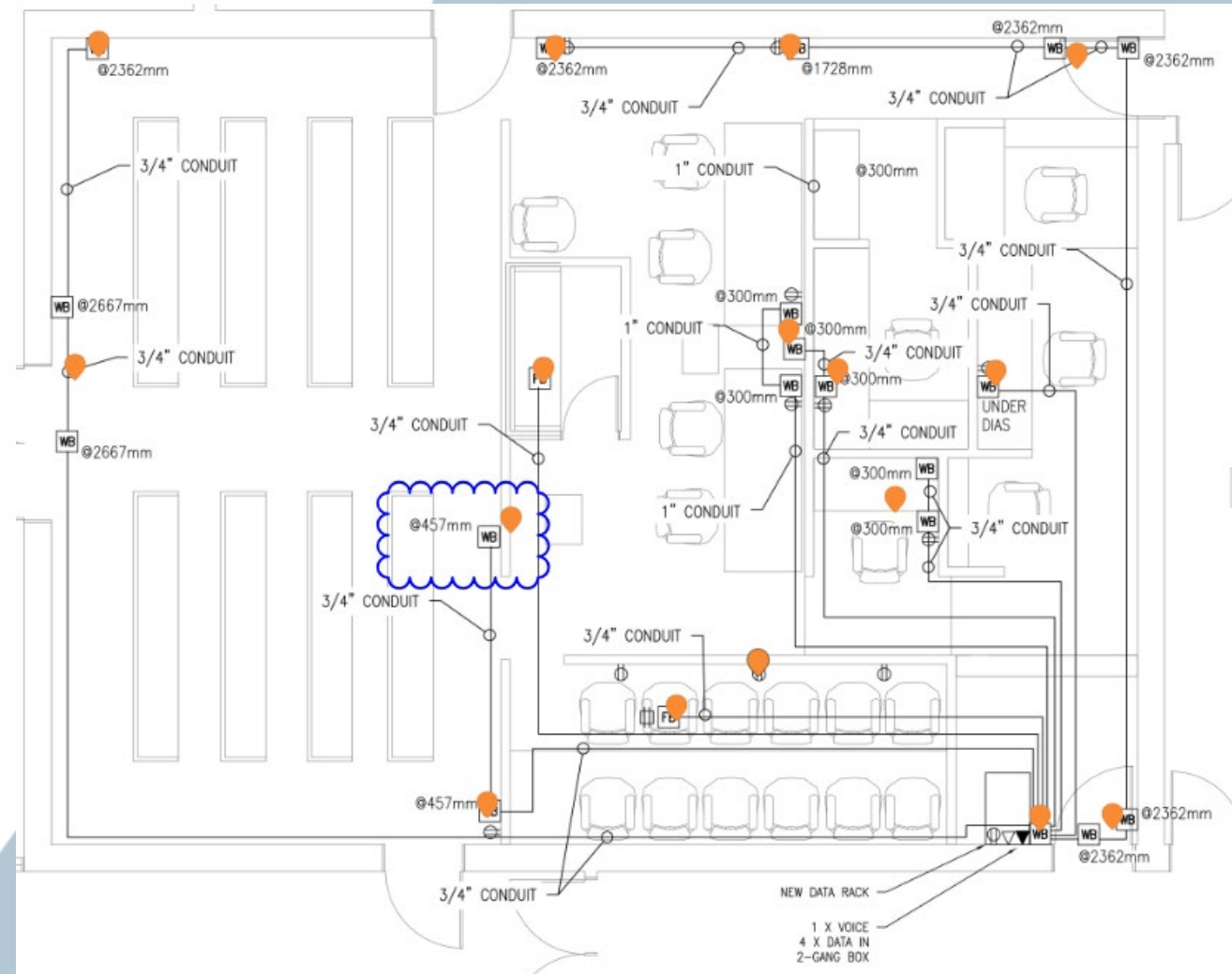
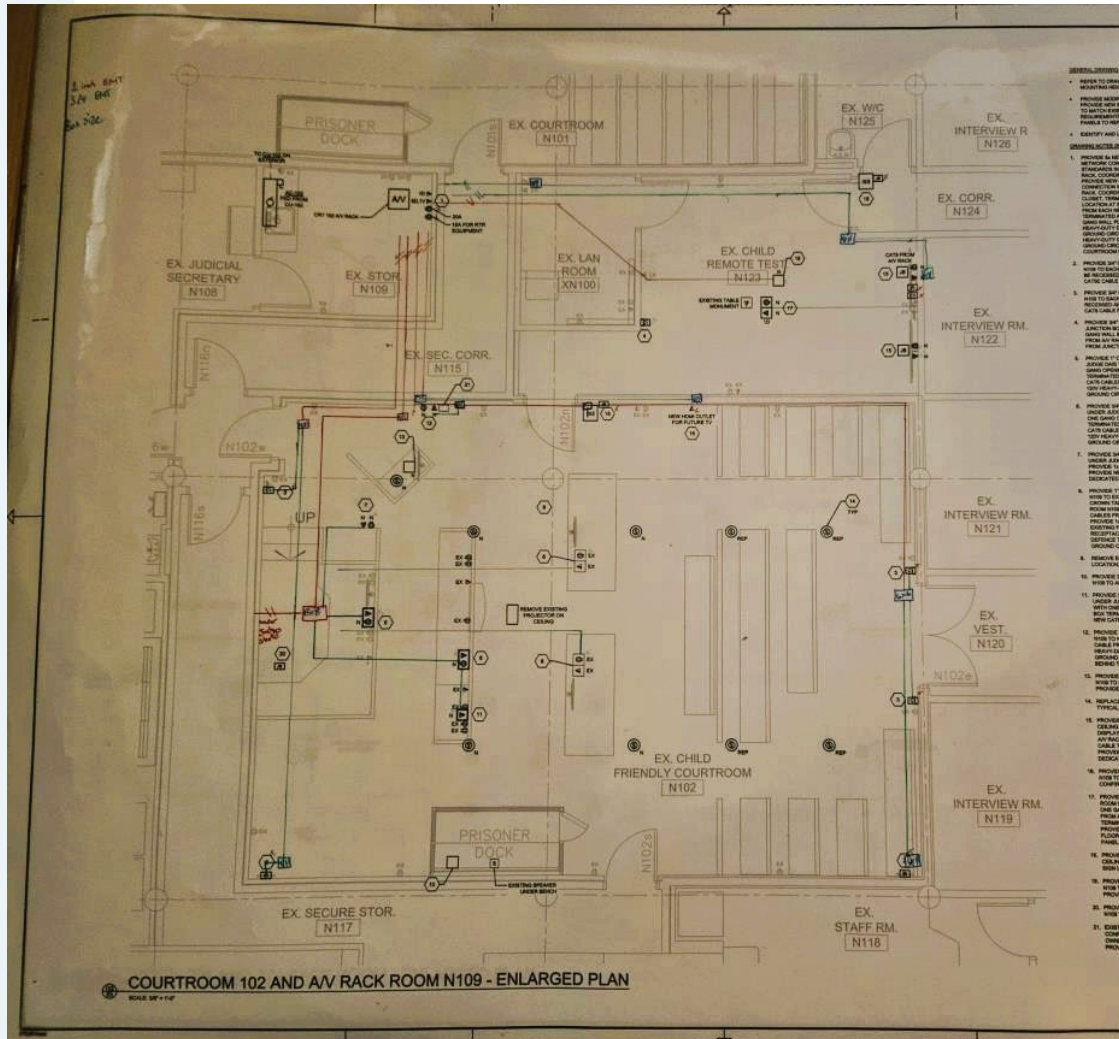


Cat6 voice termination into the Bell Bix block




Appendix A – On Site as-Built Conduit Layout

Please submit either the As Built Drawings OR the Conduit Drawings



Appendix B – Example Network Connection Report

**CABLEIQ REPORTER**
TEST MANAGEMENT SOFTWARE


CABLEIQ Test Results
Fluke Networks Qualification Tester

Site:	Tested by:				
Address:	CableIQ Fluke Networks				
Written notes:					

Cable ID: Building Office 4

Written notes:


Qualified: ✓ 100BASE-TX; 10BASE-T; Voice Over IP; Wiremap Only; Telco
Disqualified: ✗ 1000BASE-T
Reason: Crosstalk fault @ 2.9 m

Date	Time	Length	Version	S/N	
1/4/2005	4:57:30 PM	8.6 m	V0.09.02	00000010	

Cable ID: Building Office 3

Written notes:


Qualified: ✓ 1000BASE-T; 100BASE-TX; 10BASE-T; Voice Over IP; Wiremap Only; Telco

Date	Time	Length	Version	S/N	
1/4/2005	4:57:10 PM	22.6 m	V0.09.02	00000010	

Cable ID: Building Office 2

Written notes:


Qualified: ✓ 1000BASE-T; 100BASE-TX; 10BASE-T; Voice Over IP; Wiremap Only; Telco

Date	Time	Length	Version	S/N	
1/4/2005	4:57:03 PM	22.6 m	V0.09.02	00000010	


Cable ID: Building Office 1

Written notes:

Qualified: ✓ 1000BASE-T; 100BASE-TX; 10BASE-T; Voice Over IP; Wiremap Only; Telco

Date	Time	Length	Version	S/N	
1/4/2005	4:56:36 PM	22.6 m	V0.09.02	00000010	

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Blank JVN-FSOW Visual Verification Report Template

Please use linked document below to fill out required photos & information of the completed JVN-FSOW work.



Blank FSOW
Visual Verification Rep