

How to take a Vacation from Engineering

(what's a vacation?)

SBE all chapters meeting

WBA Broadcasters Clinic, 12 October 2016

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Making Digital Broadcasting **Work**

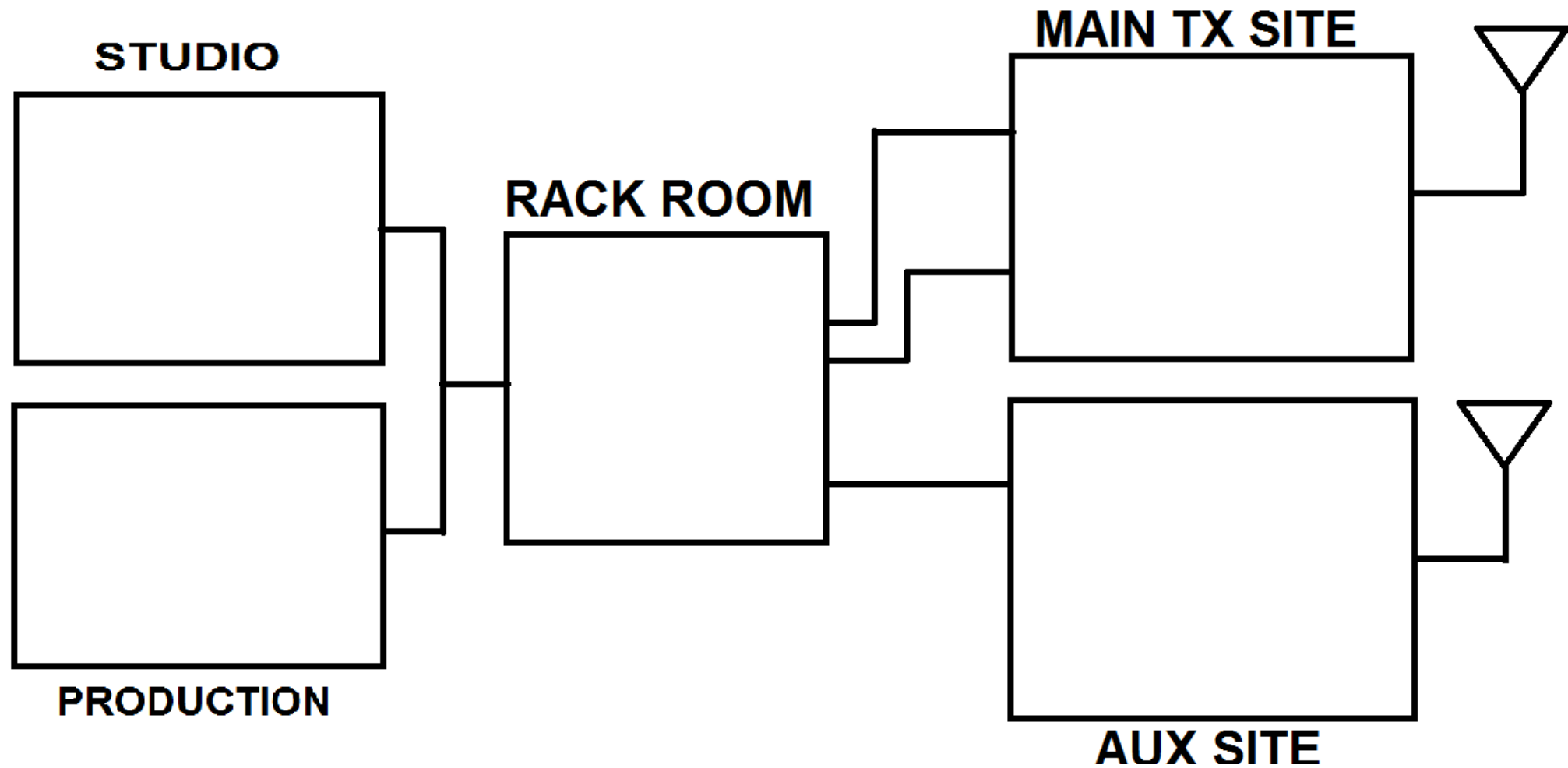
How to prepare

- What should be done and when?
- What needs to be tested and taught?
- What can be worked around or ignored temporarily?
- Who's going to help if something goes awry?

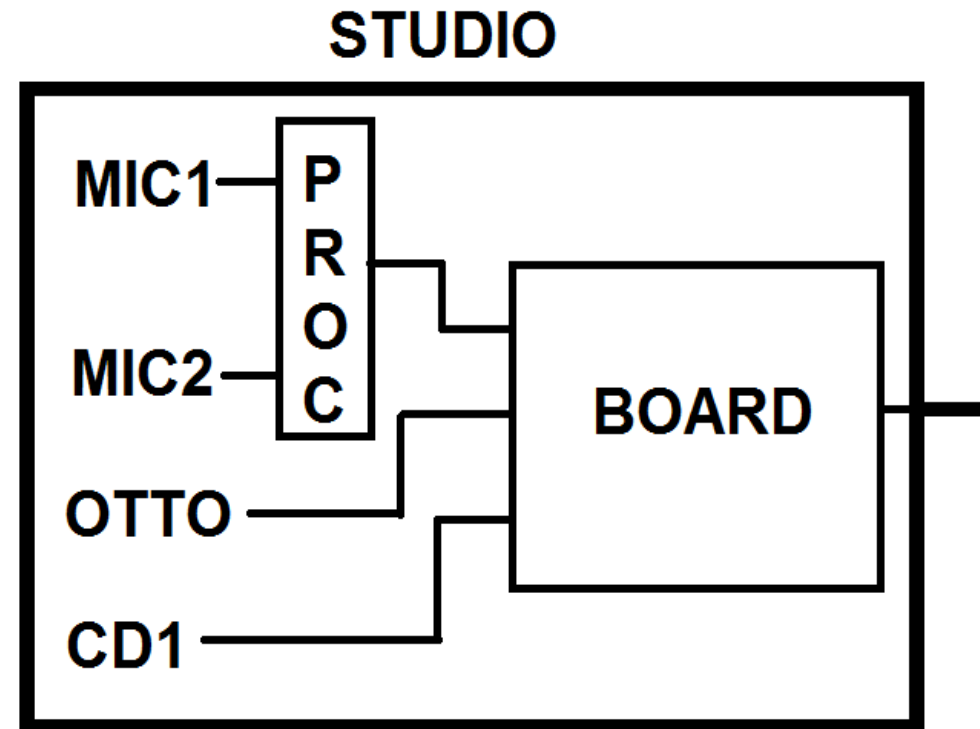
What should be done and when?

- Diagramming (should be done well in advance):
 - makes it easier to find any weak areas (single points of failure)
 - Makes it easier for others to follow signal flow (for when stuff does go wrong)
 - Helps to point out existence of items that may not be so easy to spot at a glance

What should be done and when?



What should be done and when?



What should be done and when?



Known Issues:

Critical:

- Automation server intermittently crashes.
- Backup STL dead.

Annoying:

- Mic #2 in Prod room has audible hum.

Routine:

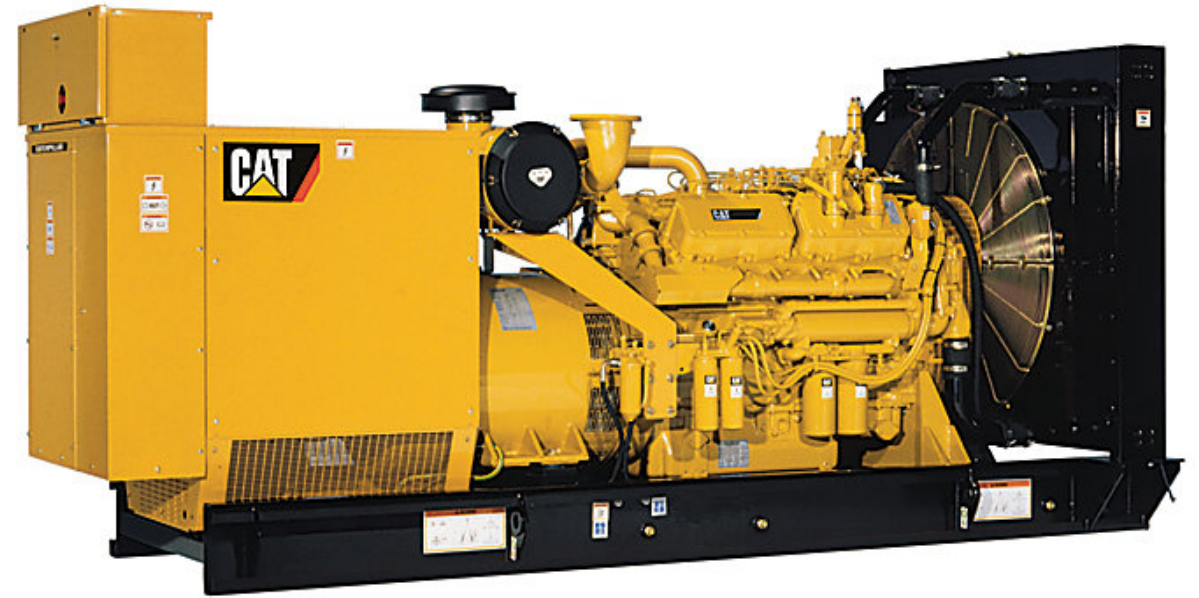
What should be done and when?



- ☐ Make a checklist of things to do
- ☐ Like checking the generator
- ☐ Changing air filters
 - On both the transmitter
 - And the air handling system
- ☐ Or testing the backup STL
- ☐ Tick off items as they're done to minimize surprises

A few weeks before vacation...

- maintenance
- load test
- full switchover test



A few weeks before vacation...

- Arrange for backup coverage
 - Set a time to do a walk-through of the entire facility
- Notify station personnel and provide contact info for backup as needed.
 - This will depend on level of backup, among other things!

A few weeks before vacation...

- Schedule a couple of routine maintenance days:
 - At the transmitter site (air filters, testing backups)
 - At the studio (any nagging things that have been getting ignored, also testing backup systems)



The week before vacation...

- Again, remind staff of your pending absence
- Review and update any emergency/operating procedures (if you don't have these, it's a good idea to create a set, well in advance of any absence!)



A few days before vacation...

- Studio/transmitter site walk-through with any backup person. There may be different coverage between studio and site, RF and IT.
- Note any particular concerns (access controls, third party notifications required for access and the like).
- Note any potential problem areas and work-arounds or patches (resetting a troublesome audio server, for example).

A few days before vacation...

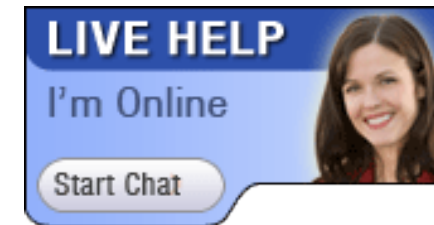
- Again, remind staff of your pending absence
- Set auto response on email and update voicemail

Hi,

I'm out of the office on vacation until July 13th. I will be checking email daily, but there may be some delays - please be patient and I will respond! If your request requires immediate attention, please send a copy to info@nautel.com and it will be passed to somebody else in the office.

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Thank You