



CCTV - MAINTENANCE SCHEDULE

An inspection and test procedure will be undertaken at each scheduled maintenance visit consisting of checks to the following:

- Check the number and type of cameras, including lenses, are in accordance with the specification and any amendment.
- Check indicator lamps are working correctly.
- Check warning labels are still in place.
- Check all cables and conduit are properly supported, undamaged and showing no signs of wear.
- Check for sound physical fixings of all equipment including loosening or corrosion of supports and fixings including towers and brackets.
- Check all glands and seals on external equipment.
- Check the picture quality of each camera and correct monitor selection.
- All camera housings and lenses are cleaned where necessary.
- Check all automatic and remote control camera functions are satisfactory and that camera movement and fields of view are free from obstruction.
- Operation of all monitoring, switching, multiplexing and recording equipment is satisfactory.
- Function of all interfaces with alarms is satisfactory including correct triggering of alarms.
- Operation of supplementary lighting is satisfactory.
- Check that the performance of the system(s) continues to meet the agreed specification / operational requirement according to the periodic test scheme agreed with the customer.
- Growth or shrubbery is clear of camera views and sensors. Customer aware of consequences of allowing any future overgrowth.
- All connections checked and labelled.
- All camera presets are checked.
- All alarm presets are checked.
- Customer's system log book filled in.