



## **ACCESS CONTROL – 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 readers are in accordance with the specification and any amendment.
- Confirm that there remains adequate ventilation in the area of the CPU
- 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.
- Check all glands, seals and connections on all external equipment.
- Does the equipment remain free from environmental problems such as dust, vibration, electrical interference etc?
- Does the system remain protected against unauthorised interference, e.g. password level (s).
- Are reader timings as specified?
- Check operation of all door fixings and furniture is satisfactory.
- Check function of all interfaces with alarms is satisfactory including correct triggering of alarms.
- 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.
- All connections checked and labelled.
- Customer's system logbook filled in.