



## Our Business is Protecting Yours

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### Service and Maintenance – Access Control

The Service Agreement will include provision for all call-outs, parts and labour, under our normal terms and conditions. In addition to the Services, AlertSystems will carry out one scheduled maintenance visit per annum.

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
- ✓ Ensure the equipment is free from environmental problems such as dust, vibration, electrical interference etc.
- ✓ Ensure the system remains protected against unauthorised interference, e.g. password level (s)
- ✓ Check Reader timings are 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

