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**CCTV Preventative Maintenance Form**

Certificate Number: C170007

Customer Name	Tes T Customer
Site Address	1 St. Georges House Vernon Gate, Derby, Derbyshire, United Kingdom, DE1 1UQ,
Telephone No.	01254238672

Site Contact	Mrs Demi Onstration
Job No.	42104
Date of Visit	25/11/2022

Type of installation CF - Type of installation

**CCTV Preventative Maintenance**

During each preventative visit, inspection of the following, with all necessary tests, and those rectifications which are practical at the time, should be carried out

Item	Checked?	Comments
<b>Control Area/Room</b>		
1. Check the picture quality of each camera and monitor	✓	TR - 1
2. Look for signs of condensation on housing windows.	✗	TR - 2
3. Check all controllable functions for each station e.g. pan, tilt, zoom, focus, iris, speed, auto-pan, wiper, pre- sets etc.	✓	TR - 3
4. Check the operation of recorder(s) i.e. record and replay.	✗	TR - 4
5. Check the retention time of recorded images meets the As-fitted document.	✓	TR - 5
6. Check the operation of special equipment such as video multiplexers, date and time generators.	✗	TR - 6
7. Check any interfaces with alarms e.g. movement alarms, fences etc.	✓	TR - 7
8. Check network and App connection.	✗	TR - 8
<b>Around the supervised premises</b>		
1. Check that camera movement and field of view is free from obstruction, trees etc.	✓	TR - 9
2. Check that CCTV in operation warning signage is in place	✗	TR - 10
3. Check that external, flexible cables are properly supported and undamaged.	✓	TR - 11
4. Examine all metalwork especially towers and brackets, for signs of corrosion and damage.	✗	TR - 12
5. Check all glands and seals on external equipment.	✓	TR - 13
6. Check all external and internal flexible wiring for signs of wear and fraying.	✗	TR - 14
7. Check all fixed and flexible conduit for signs of damage.	✓	TR - 15
8. Check the function of supplementary lighting, including IR and photocells.	✗	TR - 16
9. Check the integrity of all supports, including cables.	✓	TR - 17

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Those parts of a system, or any environmental conditions found during preventative maintenance, which could reduce the effectiveness of the system should be identified on the maintenance visit record.

Engineer Notes:

TR - 18 - Notes - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Engineer's Signature

*James Haworth*

Engineer's Name

James Haworth

**Expanding text fields. Comment/advice type fields can dynamically expand to accommodate the text.**

**Configurable Filenames. Including date, job no and custom text.**

