Access Control Maintenance Procedure

Controlled Doors

- Visibly inspect door equipment and tighten any loose fixings, including magnetic locks and door closers.
- Remove glass from the break glass unit to ensure door is overridden, replace the glass if cracked or broken.
- Check for correct operation of the push-to-exit button.
- Check for the correct operation of a valid and invalid card, using different time parameters.
- Wedge the door open and confirm indication of door open alarm.
- Check any auxiliary fire override facility operates correctly.
- Check for smooth and unrestricted operation of the door closure and lubricate if required.
- Check that the door station operates correctly on standby batteries with mains disconnected.
- Check that any safety release equipment, push bar for example, release the door correctly.

Remote Door Controllers

- Check the unit is operating and communicating with the main controller.
- Check that the unit operates correctly on standby batteries with mains disconnected. **NOTIFY CLIENT IN ADVANCE BEFORE DISCONNECTING MAINS POWER TO UNIT AND CARRY OUT UNDER PERMIT TO WORK, AS CONTROLLED BY CLIENT**
- Visibly check for loose connections and wiring, and secure as required.
- Check that the unit is secure by its fixings and tighten if necessary.

Main Controllers

- Confirm that the customer has current system backups and recent archive information. Ask client to perform backup data if necessary.
- Check that the printer is online and confirm operation by way of a printout. Attach this test print to your
  Maintenance sheet as 'Test Print' if a printer is fitted.
- Clean printer typeface area and check ribbon or print cartridge are not empty or defective.
- Dust away using a soft brush, any debris on the PC keyboard, then clean the PC screen with suitable cleaning fluid and cloth.
- Check that any modem fitted is connected to the controller and fitted to an appropriate telephone socket.

General

- Ensure all cables are secure, neat and tidy and undamaged. Secure with cable ties if required.
- Mark all standby batteries with the current date, but replace in excess of 4 years.
- Check and record the charging voltage on control and power supply batteries. (This should be approx. 13.75Vdc).
- Check and record the hold-off voltage on control and power supply batteries. (This should be approx. 12.50Vdc).
- Check and record the total load of the controller and power supply batteries. (This is depending on the size of the system, approx. 150 – 400mA.).
- Clean all equipment with a suitable cleaning fluid and cloth and replace any company logo stickers if out of date or damaged.

CCTV

Cameras

- Check auto iris levels under varying light levels and adjust accordingly.
- Check pan and tilt motors/drive belts for wear and tear and replace if necessary.

- Check cables do not obstruct rotation and secure with cable ties if required.
- Check limit stops are set correctly and adjust if necessary.
- Check operation of IR lamps and associated photocells and replace if required.
- Check any wiper function, check blade for wear and tear and replace if worn.
- Check external heaters and clean away any built-up condensation.
- Clean lenses (ONLY WHERE REQUIRED), viewing glasses, outside of dome covers and housings.

Monitors
- Check all wall and ceiling brackets are secure and tighten up if loose.
- Check 75-Ohm termination is set correctly.
- Check and adjust contrast, brightness and colour for optimum picture quality.

Multiplex / Switchers / VCR / Digital Video Storage Equipment
- Check programming is set for correct time lapse setting and termination.
- Check and adjust date/time settings.
- Check units are encoding and decoding correctly.
- Check DAT, Video tapes Hard Disks are recording correctly and provide good playback quality.
- Check any video motion detection equipment to ensure they generate alarms correctly.
- Generate an alarm and ensure the receipt of the alarm and associated video signal at the Multiplexer or recorder.

Controllers
- Check operation of all camera pan, tilt, zoom, focus and wiper facility.
- Check for correct camera selection and recall of any programmed sequences.
- Check and adjust date/time and replace the AA 1.2v backup batteries if required.
- Set tracking to midway and test record and playback functions in real-time and time-lapse modes.

Auxiliary Equipment
- Ensure the mains supply to and from the UPS are correct, Switch off mains at source and confirm correct operation of the UPS. **NOTIFY CLIENT IN ADVANCE BEFORE DISCONNECTING MAINS POWER TO UNIT AND CARRY OUT UNDER PERMIT TO WORK, AS CONTROLLED BY CLIENT**
- Select a suitable camera, take a video processing print also in playback on pause, and adjust settings accordingly.
- On PC controlled systems, check all PC facilities including stored presents and sequencing for correct operation.
- Check all infrared beams and movement detectors that generate alarms for video transmission is correct and range not being restricted.
- Check all BNC connections on all equipment are not loose and replace if required.
- Dust and clean all equipment with an appropriate cleaning fluid and cloth and replace.

INTERIM HEALTH-CHECK TO INCLUDE SURVEY OF HEAD-END AND ADVISE CLIENT OF ANY ISSUES