

MRC FM SPECIFICATION

SITE	HARWELL
BUILDING	Site
PACKAGE TYPE	ACCESS CONTROL (AC)
SPECIFICATION NAME	CCTV & Fence Alarm (CCTV)

Revision/Approval

Rev	Author	Details	Date
1.0	A.Elsley	Completed	21.06.2016

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Closed Circuit Television (CCTV) Maintenance Specification

The Contractor shall provide a professionally managed, Closed Circuit Television (CCTV) system maintenance service that as a minimum complies with:

- Manufacturers recommendations as set out in their O&M schedules or as required to meet the needs of the as-built environment.
- Relevant BS EN Standards
 - e.g. BS8418 Installation and remote monitoring of detector activated CCTV systems – Code of Practice
- SFG20

Legal Obligations

Without prejudice to the generality of the foregoing the Contractor must observe, perform and comply with all the relevant provisions of the following together with any amendments thereto:

- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment (PPE) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Manual Handling Operations Regulations 1992
- Health & Safety (First Aid) Regulations 1981
- The Health & Safety Information for Employees (Amendment) Regulations 2009:
- The Employer's Liability (Compulsory Insurance) Regulations 1998:
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- The Control of Noise at Work Regulations 2005
- Electricity at Work Regulations 1989
- Requirements for Electrical Installations: IET Wiring Regulations BS 7671 : 2008 incorporating Amendment No.1 : 2001 (BS767 : 2008 + A1 : 2011)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Construction (Design & Management) Regulations 2015
- The Gas Safety (Installation & Use) Regulations 1998
- Health & Safety at Work etc. Act 1974
- The Control of Asbestos Regulations 2012
- Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
- Building Regulations 2010
- 2014 EU Fluorinated Greenhouse Gas (Fgas0 Regulations
- The Environmental Protection Act 1990
- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety (Employees' Capability) (England) Regs 2010
- The Control of Legionella Bacteria in Water Systems ACOP & Guidance L8.
- The Notifications of Cooling Towers and Evaporative Condensers Regulations 1992
- The Health & Safety (Safety Signs and Signals) Regulations 1996
- Health & Safety (Employee Consultation) Regulations 1996

- Pressure Systems Safety Regulations 2000
- Disability Discrimination Act 1995
- The Confined Spaces Regulations 1997
- 2014 F-Gas Regulations

Through the use of industry best practice and the introduction of innovation, the service will achieve and demonstrate value for money on a continuous basis.

The Contractor shall deliver, but not limited to:

Equipment	Buildings and Equipment Description			
	System	Description	Location	Quantity
	CCTV	Pan Tilt Zoom I.P High Definition cameras with I.R ICIP2001HDIR	Around site	5
	CCTV	Fixed IP High Definition cameras with I.R Dome ICIPD2000VIR, Bullet IC13ABVW10	Around site	18
	CCTV	Monitor 32 inch Sharp LCD	Security Lodge	2
	CCTV	Monitor 26 inch Sharp LCD	Security Lodge	1
	CCTV	Monitor 22 inch Sharp LCD	Security Lodge	2
	CCTV	Network Video Recorder 32 channel NVR-GAM8-32	Security Lodge	1
	CCTV	Network Video Recorder 128 channel NVR-8128	Security Lodge	1
	CCTV	Key Board I.P IC - Console -5x	Security Lodge	2
	CCTV	Novatech P.C and Keyboard for IP network	Security Lodge	2
	CCTV	Rack Mount P.C and Keyboard for IP network	Security Lodge	2
	CCTV	IC-Stream64-i3	Main Entrance fence line	1
	CCTV	QVIN12160 GPS NTP Server	Building 383 Radiation Cells entrance	1
	Intruder Detection	Perimeter Intruder Detection (PID) GEOQUIP Defensor		1
	Intruder Detection	Intruder Alarm with autodialler Texecon Premier	Main Entrance to site	1

		IP Cameras:	
No	LOCATION	TYPE	MODEL NUMBER
1	Front left side perimeter fence line	PTZ	ICIP2001HDIR
2	Main gate	FIXED	ICIPD2000VIR
3	Front right side perimeter fence line	PTZ	ICIP2001HDIR
4	383 goods in	FIXED	ICIPD2000VIR
5	383 room 46	FIXED	ICIPD2000VIR
6	MLC quarantine room 15.5	FIXED	ICIPD2000VIR
7	MLC room 10.8	FIXED	ICIPD2000VIR
8	Security lodge	FIXED	ICIPD2000VIR
9	383 cells lobby	FIXED	ICIPD2000VIR
10	383 cells	FIXED	ICIPD2000VIR
11	MLC rear	PTZ	ICIP2001HDIR
12	MLC front	PTZ	ICIP2001HDIR
13	Quad arch	FIXED	ICIPD2000VIR
14	Goods lift	FIXED	ICIPD2000VIR
15	Old reception	FIXED	ICIPD2000VIR
16	Emergency gate	FIXED	ICIPD2000VIR
17	Lodge front	PTZ	ICIP2001HDIR
18	Data centre lobby	FIXED	ICIPD2000VIR
19	Data centre cold side	FIXED	ICIPD2000VIR
20	Data centre hot side	FIXED	ICIPD2000VIR
21	MLC boiler house	FIXED	IC13ABVW10 3MP
22	MLC front fixed	FIXED	IC13ABVW10 3MP
23	MLC rear fixed	FIXED	IC13ABVW10 3MP
Maintenance	Requirements		
	<p>Bi-Annual Maintenance is required on the site wide CCTV System & associated equipment identified in the schedule below:</p> <p>Provide a detailed planned maintenance schedule/ check list to comply with the requirements of this specification.</p> <p>Recommendations – but not limited to</p> <ul style="list-style-type: none"> • Check the number and type of cameras, including lenses, are in accordance with the specification and any amendment. • Check visual / audible indications are functioning correctly • Check warning notices / labels are still in place. 		

	<ul style="list-style-type: none"> • Check all cables and fixings remain properly supported, undamaged and showing no undue 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 to ensure no ingress of water into the equipment. • Cameras, lens, covers and housings have been cleaned where necessary to ensure nothing obscures the field of view. • Check the picture quality of each camera and correct monitor selection. • Check all automatic and remote control camera functions are satisfactory and that camera movement and fields of view are free from obstruction and any privacy masking zones are still in place. • Operation of all monitoring, switching and recording equipment (Including time synchronisation) 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
Other	Parts supplied & fitted during the visit
	<p>Essential parts required to carry out the actual service can be included in the above.</p> <p>All additional parts supplied/fitted during the service visits are chargeable in addition to the above.</p>
Documentation	Requirements
	<p>A service report will be completed and sent in PDF format within 2 days of each visit; it will need to include any identified defects or remedial work required.</p> <p>An electronic service report can be e-mailed to the Head of Engineering & Estates, with the Chief Engineer & Facilities Support Manager copied in.</p> <p>Site specific risk assessments and method statements (RAMS) will be required before the commencement of any work.</p>
Call out	Requirements
	<ul style="list-style-type: none"> • Breakdown cover to provide <ul style="list-style-type: none"> ○ 24/7 Telephone/electronic support for the equipment to be provided during working hours to assist the in-house engineers with any issues ○ 4/8hour on site response 7 days a week for any EMERGENCY breakdowns.

	<ul style="list-style-type: none"> o 7day on site response for general breakdowns o Attending site breakdowns will be an additional cost, which will include labour & parts fitted. Labour rates to be provided within the tender submission. o Performance tests <p>Costs for call outs, consumables & repairs to be covered by a provisional sum as detailed in the contract.</p>
Other	Remedial/Reactive works
	A transparent quote for any suggested remedial/reactive works in relation to any identified faults/failures to be provided within 5 working days.
Other	Support & Spares
	<ol style="list-style-type: none"> 1. Provide PAXTON software support if required. 2. To be able to supply PAXTON equipment & spares if required via a quotation. 3. To be able to supply ABLOY equipment & spares if required via a quotation.
Other	General
	<p>Engineer(s) to report to the Engineering & Estates Office before starting and leaving site.</p> <p>Normal working hours are: 08:00 – 17:00 Mon-Thurs 08:00 – 16:00 Fri</p> <p>The site (area where work has taken place) to be left clean & tidy.</p> <p>12month warranty/guarantee of work carried out (including parts).</p>
NOTE	Restrictions and Entry Procedures for visitors to the Mary Lyon Centre (MLC) Animal Unit
	<p>48 hour Exclusion: Visitors who have been in another mouse facility or in contact with rodent material are not allowed to enter the MLC for 48 hours. This exclusion period minimizes the risk of introducing infectious diseases into our mouse colony.</p> <p>Other animals can harbour laboratory mouse pathogens: At least 18 common mouse pathogens have alternative hosts such as wild mice, pet mice, rats, hamsters, guinea pigs, rabbits and gerbils. Ownership of rodent pets, inadvertent contact with mice and rats through ownership of cats, snakes (fed mice), horses and livestock or pursuits such as rabbit shooting, also risk contact with infected animals. If you have had direct or indirect contact with the</p>

	<p>animals mentioned, you may be refused entry or are required to undertake a full wet shower before entering the unit. Please speak to the member of staff showing you through the barrier or phone in advance to discuss any problems.</p> <p>The Entry Procedure into the MLC Main Unit: There are male and female changing areas. To enter the changing rooms you step over a 20cm high 50cm wide barrier and don disposable shoe covers. You must remove your outer clothing and place these in a lockable locker. We stock a range of sizes in clothing and shoes but if you feel we may not have your size then please let us know and we will attempt to supply them. You will be provided with 100% polyester trousers, tunic and socks. As you proceed to step over the floor barrier you will be provided with unit shoes. On entering the air shower corridor you must wash your hands with bactericidal hand soap and dress in the provided one-piece coverall and mobcap. Individuals with beards will be provided with beard guards.</p> <p>All staff and visitors entering the unit must proceed through the air barrier. This is a chamber in which high velocity HEPA filtered air is blown at the individual to cleanse clothing of allergens and any other dust particles. Individuals with contact lenses should keep their eyes shut during the fifty-second cycle, and those with sensitive hearing may wish to cover their ears.</p> <p>On exiting the air shower you will be escorted to the area you are visiting.</p> <p>Exit Procedure: You will exit the unit via the air showers and remove all the personal protective clothing provided as instructed, in the changing area.</p> <p>All personal protective clothing will be provided and a member of the MLC staff will be available for assistance at all times.</p>
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