

Monthly CCTV Preventive Maintenance Checklist

Block level Hardware Maintenance

1. Have all Outdoor Camera (Podium, Visitor Parking) housing and lens cover wiped clean?
☐ Yes ☐ No ☐ Not applicable
2. Are all outdoor cameras securely mounted and junction boxes uncompromised ?
☐ Yes ☐ No ☐ Not applicable
3. Are all outdoor camera poles and brackets free of rust and corrosion ?
☐ Yes ☐ No ☐ Not applicable

CCTV Command Center Room Hardware Maintenance

1. Have all NVR and server room racks and installed equipment (NVR, PC, Routers, switches, etc) been dust cleaned?
☐ Yes ☐ No ☐ Not applicable
2. Have all LFD Display screens and monitor screens been wiped clean?
☐ Yes ☐ No ☐ Not applicable
3. Are all camera picture quality, recording and viewing functional and performing as expected ?
☐ Yes ☐ No ☐ Not applicable
4. Is the alignment of all cameras proper and whether they are covering the field of view (FOV) as intended during installation ?
☐ Yes ☐ No ☐ Not applicable
5. For all PTZ cameras, is the PTZ functionality of cameras working as expected
☐ Yes ☐ No ☐ Not applicable
6. Is the Field of view setting of all Varifocal cameras as expected ?
☐ Yes ☐ No ☐ Not applicable

Software Management [can be done remotely or on site]

1. Is the Windows management PC having the latest OS security & optional updates ?
☐ Yes ☐ No ☐ Not applicable
2. Are *all cameras, NVRs, switches and Management PCs, keeping the correct time ?
☐ Yes ☐ No ☐ Not applicable
3. Is the system (switches, NVRs, IP Camera and any other active sub-system) free from all error/warning logs? If not, have they been analyzed and ascertained to be harmless ?
☐ Yes ☐ No ☐ Not applicable

Effort Required for above 3 work = $(1+2) \text{ Person} \times 1 \text{ day} \times 12 \text{ time per year} = 36 \text{ Person days}$.
Suggest 1 senior resource + 2 workers carry out the above tasks

Remarks:- The responsible person for maintenance and validation, both, should sign the sheet below with name, signatures & date of completion. After this the sheet should be submitted to the association.