

CCTV - SAPOL

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 12/11/2013						
1	SYSTEM GENERAL (Tasks 2-17)				Y	
2	Check installation against records, record and report any discrepancy.				Y	
3	Check and test the operation of all cameras and camera controllers from the keyboard or control desk.				Y	
4	Check operation of all control equipment.				Y	
5	Check all power supply sources for correct operation.				Y	
6	Undertake back up battery load test where applicable.				Y	
7	Check UPS operation where applicable.				Y	
8	Check on board battery, replace if use by date passed.				Y	
9	Check and reset system date and time on all equipment modules.				Y	
10	Check the condition of all control and camera equipment for damaged, stressed or heated components.				Y	
11	Check all visible wiring, conduits, connections and manual interfaces for damage.				Y	
12	Check all control and camera equipment for proper ventilation and weather protection.				Y	
13	Check operation, clean and adjust all control and camera equipment as required.				Y	
14	Inspect and clean all equipment cabinets and enclosures.				Y	
15	Where applicable, save set-up and operational parameters on back-up disk.				Y	
16	Ensure all switches are set to normal position, mains power is on and connected to system.				Y	
17	Clean all workstation monitors				Y	
18	CCTV MONITORS (Tasks 19-21)				Y	
19	Check that external alarms activate cameras and appropriate images on CCTV monitors.				Y	
20	Check CCTV monitor video quality for any visible hum, noise, distortion or other undesirable effects.				Y	
21	Check picture tube condition and any burnt image on screen.				Y	
22	VIDEO RECORDERS - (Tasks 23-34)				Y	
23	Check and test operation of any alarm activated inputs and the DVR responds according to site requirements.				Y	
24	Check record modes, frame rates, and image resolution are set as per requirements.				Y	
25	Where video detection is employed, ensure all detection grids, sensitivities, etc are set with reference to the appropriate cameras.				Y	
26	Inspect and clean / replace air inake and exit filters.				Y	

**Disclaimer** -This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia  
Department of Planning,  
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27	Check all fans are operating				Y	
28	Check and clean directory				Y	
29	Check directory raid array				Y	
30	Ensure archiver 1,2,3,4 are cleaned and raid array checked				Y	
31	Check signal levels				Y	
32	Generate all alarms - Rack over temp alarm - Archive fail alarm - Encoder / decoder fail alarm - Video loss alarm				Y	
33	Check all alarms are OK				Y	
34	Clean workstation 1,2,3,4,5,6,7				Y	
35	CAMERAS (Tasks 36-43)				Y	
36	Check all camera views, clean as required.				Y	
37	Check auto iris function and adjust if necessary.				Y	
38	Check zoom lens functionality.				Y	
39	Check pan / tilt functionality.				Y	
40	Check all functions of receiver / drivers.				Y	
41	Check infra-red and other associated lighting for video cameras.				Y	
42	Check camera focus.				Y	
43	Check zoom lens functionality.				Y	
44	Record all results in log book.				Y	

**Special Comments and Technical Data**

D SERVICE ANNUAL  
BEFORE ANY TESTS ARE CARRIED OUT NOTIFY MONITORING STATION.  
DO NOT DISCONNECT, BRIDGE OR REMOVE ANY DEVICE WITHOUT  
NOTIFYING THE CLIENT, MONITORING STATION AND ENTERING IT  
INTO THE RECORD BOOK WITH DETAILED REASONS FOR THE ACTION.  
SPECIALIST ELECTRONICS CONTRACTOR REQUIRED FOR THIS WORK.

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