

Access Control System (SALTO)

Last Issue Date: 04/09/2020		Type Of Service				
Activity		A	B	C	D	E
1	<p>ALL PADLOCKS AND DOOR LOCKS:</p> <p>a) Inspect the condition of the padlocks and door locks and associated accessories for any damage or signs of tampering.</p> <p>b) If required, dismantle the device and service.</p> <p>c) If required, change the batteries.</p> <p>d) Reassemble.</p> <p>e) Confirm the operation.</p>			Y	Y	
2	<p>OFFLINE ESCUTCHEONS (WIRELESS) / ELECTRONIC PADLOCKS AND DOOR LOCKS:</p> <p>a) Connect the portable programmer device (PPD) to a laptop and obtain system information.</p> <p>b) Connect the PPD to the padlocks and door locks. Obtain the audit trails and download all doors from the software to update.</p> <p>c) Check the software and firmware versions and if updates are required obtain FMSP approval prior to commencing.</p> <p>d) Check the date and time is correct and update if required.</p>			Y	Y	
3	<p>ONLINE AND HARDWIRED DOORS:</p> <p>a) Test the online door control unlock, lock and restore functions and all lock-down areas.</p> <p>b) Inspect all external access control, control unit cables for re-tension, wiring condition and signs of tamper.</p> <p>c) Measure all power supply voltages to ensure they are within the required range recommended by the manufacturer.</p> <p>d) If a backup battery pack is installed, test the battery and replace if required.</p>			Y	Y	
4	<p>OTHER DEVICES:</p> <p>a) Inspect the condition of all escutcheons, wall readers, hinges, closers, seals, mortise locks and test the operation and service / replace if required (if not done above).</p> <p>b) Connect the PPD to the wall readers and control units. Check the software and firmware versions and if updates are required obtain FMSP approval prior to commencing.</p>			Y	Y	
5	<p>PPD:</p> <p>a) Replace the batteries in the PPD at the frequency recommended by the manufacturer.</p> <p>b) Replace the cable and If required update the software and the PPD firmware and test the operation at the doors and agency PC. Note: Prior to any updates being done obtain the approval of the FMSP.</p>			Y	Y	
6	<p>SOFTWARE:</p> <p>a) Back up all data, test and validate database. Check that all data is being logged to the system.</p> <p>b) Check for any required updates to the software. Prior to commencing the updates obtain FMSP approval.</p>			Y	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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7	After completion of the service ensure the full operation of the Access Control System is restored.			Y	Y	
8	Ensure that all emergency service contact information is up to date. Record the results in the logbook and submit a complete customer service report to the FMSP.			Y	Y	

Special Comments and Technical Data

C SERVICE 6 MONTHLY (THIS SERVICE MAY NOT BE NECESSARY IF REMOTE DIAGNOSTICS ARE AVAILABLE).
D SERVICE ANNUAL.

SERVICE ACTIVITIES AND FREQUENCIES MAY NEED TO BE VARIED DEPENDING ON THE MANUFACTURER'S RECOMMENDATIONS AND SITE CONDITIONS.

IF THE SALTO SYSTEM IS INTERFACED WITH ANOTHER ACCESS CONTROL SYSTEM, REFER TO ET31 (OR OTHER SPECIFIC TDS) FOR ANY ADDITIONAL (INTERFACE) ACCESS CONTROL SYSTEM MAINTENANCE REQUIREMENTS.

BEFORE ANY TESTS ARE CARRIED OUT, NOTIFY THE MONITORING STATION.
DO NOT DISCONNECT, BRIDGE OR REMOVE ANY DEVICE WITHOUT NOTIFYING THE SITE REPRESENTATIVE, MONITORING STATION AND RECORD IN THE LOGBOOK / CUSTOMER SERVICE REPORT THE EXACT REASONS FOR THE MODIFICATIONS.

A SYSTEM RECORD IS TO BE PROVIDED TO RECORD ALL SYSTEMS MALFUNCTIONS, MAINTENANCE ACTIONS AND DETAILS OF ANY MODIFICATIONS OR ADDITIONS TO THE ACCESS CONTROL SYSTEM.

A SPECIALIST ELECTRONICS SUB-CONTRACTOR IS REQUIRED FOR THIS SERVICE WHO IS COMPETENT TO UNDERTAKE THE SERVICE FOR THE SPECIFIC SYSTEM AND CONFIGURATION.

APPLICABLE LEGISLATION AND STANDARDS: WH&S REGULATIONS, AS60839.11.2.

FOR Combined Security, Fire, Duress and Access Control SYSTEMS REFER TO TDS ET45.
FOR Access Control System - Kaba Type REFER TO TDS ET69.

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