

Guarded Services - Door Locking

Activity		Type Of Service				
		A	B	C	D	E
1	SERVER: a) Run the standard system. b) Run back up. c) Reboot. d) Undertake general clean.			Y	Y	
2	BATTERY BACKUP: a) Check terminals. b) Check cables. c) Check for errors on display panel. d) Undertake general clean. e) Run time check.			Y	Y	
3	CONTROL PANEL: a) Check visual indicator LED operation. b) Check terminal blocks and cables. c) Cut power to field devices. d) Restore power and confirm each device has a flashing green LED to ensure server connection present. e) Check swipe access.			Y	Y	
4	PC MONITOR: a) Check visually. b) Undertake checklist 3 (manual). c) Reboot. d) Undertake a general clean.			Y	Y	
5	SLIDING DOOR DEVICES: a) Check operation via card. b) Ensure card reader LED is illuminated. c) Check operation via SLR key. d) Check for undue wear. e) Clean bottom roller tray. f) Lubricate all points with appropriate lubricant.			Y	Y	
6	SERVER SOFTWARE: Upgrade software as required or as per system change requests.				Y	
7	SINGLE & DOUBLE CYLINDER ELECTRO MECHANICAL LOCK: a) Check door clearance. b) Check operation via card & key. c) Ensure card reader is illuminated. d) Remove cover plate, check for undue wear. e) Lubricate as necessary.				Y	
8	SNAP LATCH: a) Check operation via key. b) Inspect for undue wear.				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,  
Transport and Infrastructure

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Last Issue Date: 17/12/2020		Type Of Service				
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<b>Activity</b>						
	c) Lubricate as necessary.					
9	SINGLE CYLINDER LOCK, INCLUDING MORTICE LOCKS AND DEADLOCKS: a) Check door clearance. b) Check operation via key. c) Check for undue wear. d) Lubricate as necessary.				Y	
10	Record the results in the logbook and submit a customer service report to the FMSP.			Y	Y	

**Special Comments and Technical Data**

C SERVICE 6 MONTHLY  
D SERVICE ANNUAL

SERVICE ACTIVITIES AND FREQUENCIES MAY VARY DEPENDING ON MANUFACTURER'S REQUIREMENTS AND SITE CONDITIONS.

A SPECIALIST SUB-CONTRACTOR IS RECOMMENDED FOR THIS SERVICE.

APPLICABLE LEGISLATION AND STANDARDS: WH&S REGULATIONS, AS3000.

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