

Guarded Services - Door Locking

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

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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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Activity						
	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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