

CCTV Maintenance Checklist Template



CCTV Maintenance Checklist:

Scheduled Inspections:

- Monthly Inspections: Perform a comprehensive inspection of all cameras, recording equipment, and cables on a monthly basis.
- Quarterly Inspections: Conduct more thorough inspections of camera angles, focus, and image quality every three months.

Camera Inspection:

- Image Clarity: Verify that camera images are clear and not distorted.
- Field of View: Ensure camera angles cover the intended areas without blind spots.
- Focus and Zoom: Check the focus and zoom functionalities to maintain clear visuals.
- Housing and Enclosures: Clean camera housings and ensure they're free from obstructions.

Recording Equipment:

- DVR/NVR Functionality: Confirm that the digital recording equipment is functioning properly.
- Storage Capacity: Monitor available storage space and ensure regular backups.
- System Settings: Review and update system settings as needed.

Cable and Connectivity:

- Cable Integrity: Inspect cables for signs of damage or wear, and replace as necessary.
- Connectors: Ensure all cable connectors are securely fastened.
- Cable Management: Organize cables to prevent tangling or interference.

Power Supply:

- Power Source: Verify that all cameras and recording equipment are receiving power.
- Backup Power: Check battery backup systems to ensure uninterrupted operation during power outages.

Cleaning and Maintenance:

- Camera Lenses: Clean camera lenses to maintain clear images.
- Dust and Debris: Regularly remove dust and debris from camera housing.
- Equipment Ventilation: Ensure proper ventilation for recording equipment to prevent overheating.

Night Vision and Lighting:

- IR Illuminators: Test infrared (IR) illuminators for night vision functionality.
- External Lighting: Ensure external lighting is functional and enhances camera performance.

System Testing:

- Motion Detection: Test motion detection features to ensure they're functioning correctly.
- Remote Access: Verify remote access to the system for monitoring purposes.

Task Review:

- Check Completed Tasks: Review the checklist to ensure all tasks are completed.
- Address Outstanding Items: Address any tasks that remain pending.

Supervisor Verification:

- Supervisor's Signature confirming the completion and accuracy of the maintenance.