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.