Camera Maintenance worksheets

*Created by Philip Laudicina of Vollmer 6/12/2013*

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| COMPANY PERFORMING SERVICE JOB INFORMATIONCompany Name: Vollmer Job Number: WO Number:  |  |  Technician Name:  |  |
| Permit *#: (if applicable)* Maintenance Start: [date | time] Maintenance Completed: [date | time]  |  |  |  |
| Please indicate if you need to RETURN and REASON:Total Amount Hours? Prior Job TECH [Comments]   |  |  |  |

## CUSTOMER INFORMATION

## Site Name: Site Contact Name: Site Contact Number:

## Site Address:

## City: Postal Code:

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## ON-SITE QUESTIONARRE

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| CCTV BASIC INFO | CAMERA TERMIN. TYPE | CABLING TYPE | NAS STORAGE TYPE | HDD INTERFACE TYPE | HDD STORAGE CAPACITY |
| **DVR**  🞎 |  RJ45 MALE 🞎  | **CAT3**  🞎 | JBOD 🞎 | **IDE**  🞎 | 500GB 🞎 |
| **NVR** 🞎 |  RJ45 FEMALE 🞎  | **CAT5**  🞎 | RAID 0 🞎 | **SATA**  🞎  | 1TB 🞎 |
| **HVR** 🞎 |  BALUN 🞎  | **CAT5E**  🞎 | RAID 1 🞎  | **SCSI**  🞎  | 2TB 🞎 |
| **VCR** 🞎**[Other]** 🞎 |  F-CON 🞎  BNC 🞎  BNC TWIST 🞎  | **CAT6**  🞎**RG6**  🞎 **RG59**  🞎 | RAID 3 🞎 **RAID 5**  🞎 **RAID 6**  🞎  |  | 4TB 🞎6TB 🞎 **[Other]** 🞎 |
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| NUMBER of HDD’s? |

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| TOTAL QTY CAMS |

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| RECORDING EQUIP. OS TYPE |
| **WINDOWS**  🞎 |
| **LINUX**  🞎 |
| **OTHER EMBEDDED**  🞎 |
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| NETWORK / REMOTE ACCESS |
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| **NETWORK**  🞎 |
| **REMOTE ACCESS**  🞎 |
| **ROUTER INSTALLED**  🞎 |
| **STANDALONE**  🞎 |

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## JOB OBJECTIVE:

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JOB TASKS JOURNAL: *(Write down what tasks you took to complete or what steps did you take to troubleshoot your job objective)*

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**CCTV MAINTENANCE LOG SHEETS**

**Inspection**

Check whether staff have experienced any problems with the system. If YES please document below

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**Cameras**

Examine supporting brackets and towers for signs of corrosion and damage.

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Check physical condition of cameras and housings for signs of deterioration due to rain, dust and dirt.

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Check that field of view is correct.

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Check that lenses are correctly focused.

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Check operation of auto-iris lenses as appropriate

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Check that all camera bracket fittings and clamping bolts are tight or not missing due to vibration

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Clean housing windows as necessary

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Check condition of pan / tilt unit, adjusting position of end stops and presets where applicable.

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 Check operation of infrared units.

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**Monitors**

Check physical condition and cable connections

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 Check operation of controls and adjust for best picture.

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**Controls**

Check physical condition and cable connections

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Check operation of switchers and multiplex controllers including external alarm interfaces when fitted.

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Check all PTZ controls for ALL PTZ Camera’s

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Check operation of telemetry controllers.

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**Video / Digital Controllers**

Check hours run indicator and recommend for removal for service as appropriate.

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Check condition as necessary

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Check operation controls and make short test recording

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Check time / date settings and adjust if necessary

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**Before leaving**

Provide answers to any questions or queries that the client may have.

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Complete maintenance report and discuss work conducted with client.