



# CCTV Maintenance Checklist Log

conducted for

## Hannah Hotel and Restaurant

**Conducted on**

14 Nov 2018 04:15 PM

**Address**

3 Hamilton St, Townsville City QLD 4810, Australia

**Prepared by**

Jones Jinn

**Location of Camera**

Hotel Lobby

**Completed on**


14 Nov 2018 04:33 PM

**Score**

15/19.0 - 78.95%

## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Is the camera lens free from dust and marks?	No	There are visible marks spotted
Do all camera functions such as zoom and pan work correctly?	No	Zoom in function is not working
Are wirings free from any wear and tear or exposed wires?	No	
 Appendix 1		
Are all monitors and equipment free from dust and grime?	No	There are dusty monitors

## Actions

#1. Hi Mark, Can you check this one? Zoom in function is not working.

Assignee: mark@hhr.com  
Priority: HIGH  
Due Date: 14 Nov 2018 05:15 PM  
Audit: Hannah Hotel and Restaurant / 14 Nov 2018 / Hotel Lobby / Jones Jinn  
Linked to item: Do all camera functions such as zoom and pan work correctly?  
Status: To Do


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#2. Hi Cis, Can you please fix this.

Assignee: cis@hhr.com  
Priority: HIGH  
Due Date: 15 Nov 2018 04:15 PM  
Audit: Hannah Hotel and Restaurant / 14 Nov 2018 / Hotel Lobby / Jones Jinn  
Linked to item: Are wirings free from any wear and tear or exposed wires?  
Status: To Do

## Audit - 15/19 78.95%

Question	Response	Details
<b>Camera</b>		Score (6/8) 75.00%
Is the camera lens focused and adjusted properly?	Yes	
Has not the camera been knocked off?	Yes	
Is the property perimeter clearly displayed?	Yes	
Is the camera lens free from dust and marks?	No	There are visible marks spotted
Are the motion detection sensors working?	Yes	
Do all camera functions such as zoom and pan work correctly?	No	Zoom in function is not working
Is there no foliage obscuring the view?	Yes	
Are cameras securely attached to the wall?	Yes	
<b>Wire and Cable</b>		Score (4/5) 80.00%
Are wirings free from any wear and tear or exposed wires?	No	
 <p>Appendix 1</p>		
Are there no loose wires?	Yes	
Is the cable dressed properly?	Yes	
Is the transmission of sound clear and picture with no distortion?	Yes	
Are all coaxial connectors insulated from conduit and pull boxes?	Yes	

Question	Response	Details	
<b>Control Equipment</b>		Score (5/6) 83.33%	
Are the monitors showing clear picture? brightness and contrast settings correctly adjusted?	Yes		
Are all of your switches and individual equipment fully functioning?	Yes		
Are all monitors and equipment free from dust and grime?	No	There are dusty monitors	
Are all cables leading from the equipment in good condition? No weak connections?	Yes		
Is the time and date stamp correctly set?	Yes		
Are all power connections and AC plugs not loose and in good working condition?	Yes		
<b>Defects</b>			
Any other physical defects found?	Aside from exposed wiring, CCTV camera is in good condition		
Take photo (optional)			
<b>Focus Area</b>			
Recommendation (take note of blind spots)	No adjustment needed.		
<b>Completion</b>			
Inspected by (Full Name and Signature)	Jones Jinn	14 Nov 2018 04:33 PM	

## Media



Appendix 1