



CCTV Maintenance Checklist Log

Hannah Hotel and Restaurant / 4 May 2023 /
Hotel Lobby / 12345 / Jones Jinn

Complete

| | | | | | |
|------------------------------|---------------|---------------|----------|---------|--|
| Score | 73.68% | Flagged items | 4 | Actions | 0 |
| Site conducted | | | | | Unanswered |
| Conducted on | | | | | 04.05.2023 10:55 PST |
| Client | | | | | Hannah Hotel and Restaurant |
| Address | | | | | 3 Hamilton St, Townsville QLD 4810, Australia (-19.2567765, 146.8175747) |
| Prepared By | | | | | Jones Jinn |
| Location of Camera | | | | | Hotel Lobby |
| CCTV Reference Number | | | | | 12345 |

Flagged items

4 flagged

Audit / Camera

Is the camera lens free from dust and marks?

No

Audit / Camera

Do all camera functions such as zoom and pan work correctly?

No

Audit / Wire and Cable

Are wirings free from any wear and tear or exposed wires?

No



Photo 1

Audit / Control Equipment

Are all monitors and equipment free from dust and grime?

No

There are dusty monitors

Audit

4 flagged, 73.68%

Camera

2 flagged, 62.5%

Is the camera lens focused and adjusted properly?

Yes

Has the camera been knocked off?

No

Is the property perimeter clearly displayed?

Yes

Is the camera lens free from dust and marks?

No

Are the motion detection sensors working?

Yes

Do all camera functions such as zoom and pan work correctly?

No

Is there no foliage obscuring the view?

Are cameras securely attached to the wall?

Yes

Wire and Cable

1 flagged, 80%

Are wirings free from any wear and tear or exposed wires?

No



Photo 1

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

Control Equipment

1 flagged, 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

Defects

Any other physical defects found?

Aside from exposed wiring, CCTV camera is in good condition

Take photo (optional)

Focus Area

Recommendation (take note of blind spots)

No adjustment needed.

Completion

Inspected by (Full Name and Signature)



Jones Jinn
04.05.2023 12:40 PST

Media summary



Photo 1