

CCTV Preventative Maintenance Checklist

Camera & Housing:

*** verify the following*

1. Camera / lens focus and auto iris adjusted properly.
2. Camera field of view is adjusted to customer's requirements.
3. Camera / housing viewing window is clean, inside and out.
4. Camera lens is dust free.
5. Interior of camera enclosure is clean and dry.
6. Check operation of pan tilt, and zoom focus. Use controller in control room to check all these operations.

Wire & Cable:

*** verify the following*

7. Check wiring and cable harnesses for wear and fray.
8. Check to make sure cable is dressed properly.
9. Check connectors and cable entry points for loose wiring.
10. Coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling, etc.
11. Make sure all coaxial connectors are insulated from conduit and pull boxes.

Control Equipment:

*** verify the following*

12. Monitors are free from picture burn-in, and distortion.
13. Monitors have proper contrast and brightness.
14. VCR's are functioning properly and provided distortion free recording.
15. VCR's should be sent out for professional cleaning, and belt changes. This should occur on a regular basis (at least every 18 months).
16. All control equipment is operational. Switchers allow proper sequencing and callup. Multiplexers are properly encoding and decoding. Matrix switcher keyboards are fully operational.
17. Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution.
18. Check all coaxial connectors on the back panels for loose connections.
19. Check all power connections to insure AC plugs are not loose or power cables frayed.