



CCTV Maintenance Checklist Log

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

Complete

Score	14 / 19 (73.68%)	Flagged items	4	Actions	0
Site conducted	Unanswered				
Conducted on	4 May 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

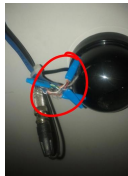


Photo 1

Audit / Control Equipment

Are all monitors and equipment free from dust and grime?

No

There are dusty monitors

Audit		4 flagged, 14 / 19 (73.68%)
Camera		2 flagged, 5 / 8 (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, 4 / 5 (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, 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

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
4 May 2023 12:40 PST

Media summary

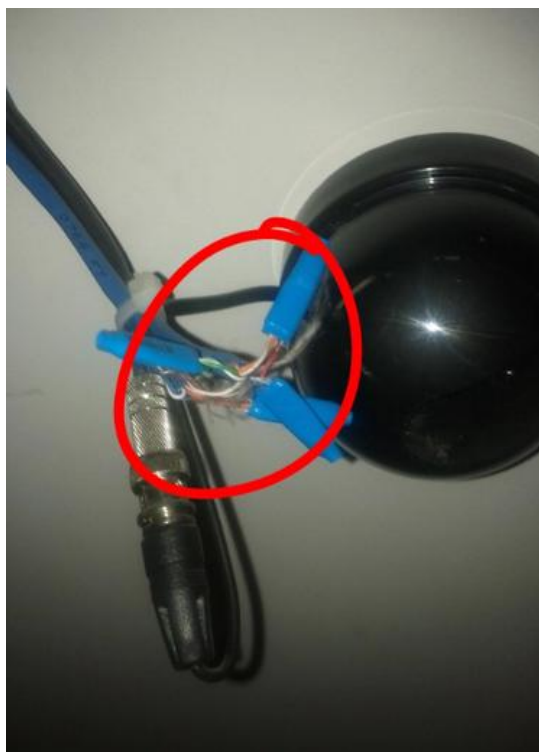


Photo 1