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| Technical Maintenance | | | | | Task: | Security System | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **Security System**   * Notify alarm company (if applicable) before beginning tests. * Check the condition of the security systems and/or panel. Look for exposed wires or blown fuses. Tighten any loose wires or components. * Go to main keypad. Arm entire system. * Activate each sensor (motion, glass, doors). Check that each sensor is properly attached and that screws are tight. Ensure any lights are operational. Make sure all sensors are free of dust and that covers are properly attached. * Disarm system. Confirm that all tested sensors were activated by checking scrolling list on keypad. Type in code to clear list. * At security panel, reconnect siren and close security panel. * Cause alarm to test siren.   **Surveillance Cameras and Housings**   * Clean exterior lenses and body of cameras and the monitor with a microfiber cloth. * Check that the camera and support are securely mounted. * Check camera and junction box cable connections. Replace if corroded. Repair if damaged or loose. * Check that all components are protected from of water damage, etc.   **Monitors and System Control**   * Check that cables and connectors to all indoor components are fixed tightly and none have become damaged. * Check the clarity of the image on the monitor screen. * Check the function of the zoom, swivel and focus. * Check the condition of the monitor cable and plug. Do not touch unless there is a problem. * Check quality of playback/retrieved images stored on the recording device. * Perform additional system checks according to the manufacturer’s instructions. * Dust exterior of monitor and recording device using anti-static duster. * Wipe screen using microfiber anti-static cloth and LCD monitor cleaner. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |