



Client Name Ballard, Chris & Kristin

Site Address: 1421 Forest Hills Dr. Westfield IN 46074

Maintenance Appendix A

01/01/24 to 12/31/24

Ballard Residence - Maintenance Task List

Security

Name	Trip #1	Trip #2	Trip #3	Trip #4	Notes
Test environmental alerts	Not Done	N/A	N/A	N/A	
Verify security keypads are operational	Not Done	N/A	N/A	N/A	
Test all door contacts	Not Done	N/A	N/A	N/A	
Test motion detectors (if applicable)	Not Done	N/A	N/A	N/A	
Test glass break detectors (if applicable)	Not Done	N/A	N/A	N/A	
Test heat detectors (if applicable)	Not Done	N/A	N/A	N/A	
Test smoke detectors (if applicable)	Not Done	N/A	N/A	N/A	
Test carbon monoxide detectors (if applicable)	Not Done	N/A	N/A	N/A	
Clean enclosures and equipment	Not Done	N/A	N/A	N/A	
Verify Communication with Central Monitoring	Not Done	N/A	N/A	N/A	
Verify contact and call list up to date w/ Client	Not Done	N/A	N/A	N/A	

Surveillance

Name	Trip #1	Trip #2	Trip #3	Trip #4	Notes
Update equipment firmware/software	Not Done	N/A	N/A	N/A	
Clean camera domes/lens	Not Done	N/A	N/A	N/A	
Verify cameras are recording	Not Done	Not Done	N/A	N/A	
Verify local and remote access to recordings	Not Done	Not Done	N/A	N/A	
Verify Day/Night mode views	Not Done	N/A	N/A	N/A	



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Networking

Name	Trip #1	Trip #2	Trip #3	Trip #4	Notes
Update networking equipment firmware/software	Not Done	N/A	N/A	N/A	
Verify Wi-Fi coverage	Not Done	N/A	N/A	N/A	
Clean networking equipment	Not Done	N/A	N/A	N/A	
Clean DEB48 enclosure	Not Done	N/A	N/A	N/A	
Verify DDNS is updating from Unifi	Not Done	N/A	N/A	N/A	
Visually inspect network equipment	Not Done	N/A	N/A	N/A	
Verify modem in bridge mode	Not Done	N/A	N/A	N/A	

Control System

Name	Trip #1	Trip #2	Trip #3	Trip #4	Notes
Clean equipment and enclosures	Not Done	N/A	N/A	N/A	
Update control system firmware	Not Done	N/A	N/A	N/A	
Test sub-system control is operational	Not Done	N/A	N/A	N/A	
Update control system software	Not Done	N/A	N/A	N/A	



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A/V

Name	Trip #1	Trip #2	Trip #3	Trip #4	Notes
Test video zones for operation - all sources	Not Done	Not Done	N/A	N/A	
Test audio zones for operation - all sources	Not Done	Not Done	N/A	N/A	
Update source firmware	Not Done	Not Done	N/A	N/A	
Verify EDID settings are correct for optimal resolution	Not Done	N/A	N/A	N/A	
Calibrate surround zones (as needed)	Not Done	N/A	N/A	N/A	
Update display firmware (TV/Projectors)	Not Done	N/A	N/A	N/A	
Update surround receiver firmware (as needed)	Not Done	N/A	N/A	N/A	
Dust out Equipment Rack	Not Done	N/A	N/A	N/A	