

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CCTV CAMERA/SECURITY MONITOR**

**SITE AND BLDG #:** WV005-01

**MECHANIC  
SIGNATURE:**

**DATE:**

*Mike Merchant* 30 Jul 19

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV005-01	9671	6381					J-1502000-18 16-pc CCTV	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			<i>Completed by Contractor</i>	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	For the system's camera and housing, verify the following: - Camera/lens focus is adjusted properly. - Camera field of view is adjusted to customer's requirements. - Camera lens is dust free. - Interior of camera enclosure is clean and dry. - Check operation of pan tilt and zoom focus. Use controller in control room to check all these operations.			<i>See COW (Work Performed)</i>	

2	<p>For the system's wiring and cables, verify the following:</p> <ul style="list-style-type: none"> <li>- Check wiring and cable harnesses for wear and fray.</li> <li>- Check to make sure cable is dressed properly.</li> <li>- Check connectors and cable entry points for loose wiring.</li> <li>- Check that the coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling.</li> <li>- Make sure all coaxial connectors are insulated from conduit and pull boxes.</li> </ul>			
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		YES	NO	
3	<p>For the system's control equipment, verify the following:</p> <ul style="list-style-type: none"> <li>- Monitors are free from picture burn-in and distortion.</li> <li>- Monitors have proper contrast and brightness.</li> <li>- Check that all control equipment is operational. This means that switchers allow proper sequencing, multiplexers are properly encoding and decoding, and matrix switcher keyboards are fully operational.</li> <li>- Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution.</li> <li>- Check all coaxial connectors on the back panels for loose connections.</li> <li>- Check all power connections to ensure AC plugs are not loose.</li> </ul>			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: General Maintenance Worker **Additional Notes:**