

This is an example of good practice maintenance specifications. It is not exhaustive and should only be used to assist with facilities management or specification of a maintenance contract.

Intruder Alarm Inspection and Maintenance

INITIAL INSPECTION

- Undertake a survey; identify the grade of the alarm system installed.
- Obtain documentation:
 - Installation drawings.
 - Installation certificate.
 - Log book.
 - Periodic Inspection Report
- Confirm:
 - Whether the documentation is correct.
 - Date system was commissioned.
 - Whether there are additions or modifications to the system.
 - Ascertain whether the necessary action has been taken with regard to faults that have been logged.

SIX MONTH INSPECTION

- Visually inspect and check for physical damage, loose fixings, tampering evidence or deterioration.
- Visually inspect and check the operation of (making specific reference, but not confined to):
 - Mains and stand by power.
 - Detection devices.
 - Door contacts.
 - **Panic buttons (including independent units or systems).**
 - Sounders.
 - Communication medium.
 - Secondary batteries.
- Undertake tests:
 - Detectors to verify conformity to technical parameters.
 - Power supplies and voltage measurement at various system locations for conformity to detector operational parameters.
 - Functioning of the entire alarm throughout all of its stages of interconnection.
 - Signalling through to monitoring station.
 - Tamper detection.
 - Mains failure.

REPAIRS/REMEDIAL WORKS

- The following are to be carried out as part of the contract:
 - Clean of appliance to remove any build-up of excessive dust or dirt that may have a detrimental effect on operation.
 - Adjustment of sensitivity.
 - Any other item recommended by manufacturer.
 - Remove unsafe items.

CERTIFICATION AND REPORTING

- Upon completion of the inspection and risk assessment, provide a report, which shall include:
 - Details of the client.
 - Extent and limits of the inspection.
 - A schedule of results for tests and inspections previously listed.
 - Observations and recommendations for actions to be taken with regards to any damage, deterioration, defects, dangerous conditions and non-compliance with the requirements of the Regulations which may give rise to danger.
 - Details of the inspection company.

CCTV Inspection and Maintenance

INITIAL INSPECTION

- Undertake a survey, identify the CCTV systems that are present and provide an asset register identifying the appliance by manufacturer, type, description, location and provide unique reference number.
- Mark up locations on a plan.

REGULAR INSPECTION

- Check history of system since last maintenance visit.
- Check for correct operation:
 - Storage and security of data.
 - Systems that record data must be registered with the Information Commissioner's Office (non-profit organisations may be exempt; refer to ICO advice).
 - Ensure picture quality is clear and offers usable images.
 - Check time and date displays are accurate.
 - Check cameras are covering the right area.
- Check for compliance with latest legislation.
- Check the CCTV scheme is 'fit for purpose'.
- Check staff training records on Data Protection Act and operations.

MAINTENANCE

- Clean and check:
 - Lenses.
 - Support brackets.
 - Cable support systems.
 - Signage.
- Carry out minor and routine maintenance as necessary.
- Any other actions recommended by manufacturer.
- All maintenance shall be carried out in accordance with the manufacturers' requirements and relevant legislation.

Access Control Systems

INITIAL INSPECTION

- Check history of system since last maintenance visit.
- Visually inspect and check for correct operation (making specific reference, but not confined to):
 - Mains and stand by power supplies, including charging rates.
 - Control equipment eg. Readers, pin pads, locks, strikes, door closers.
 - Movements sensors and mechanisms to prevent trapping of persons
 - Vehicle and person access sensors
 - Limit switches for fully open and fully closed positions
 - Input and output controllers.
 - Emergency break glasses and manual exit devices.
 - Wiring.
 - Correct signage fitted.

MAINTENANCE

- Visually inspect and check for physical damage, loose fixings, tampering evidence or deterioration.
- Visually inspect and check the operation and cleanliness of (making specific reference, but not confined to):
 - Mains and stand by power.
 - Escutcheons
 - Door swipe controls.
 - Door release buttons.
 - Movements sensors and mechanisms to prevent trapping of persons
 - Vehicle and person access sensors
 - Limit switches for fully open and fully closed positions
 - Door entry intercom systems
 - Door entry CCTV installations.
 - Batteries.
- Clean to remove any build-up of dust or dirt to all doors and gates and runners:
 - Lubricate:
 1. Hinges.
 2. Handles.
 3. Rollers
 4. Internal parts as required.
- Carry out minor & routine maintenance as necessary.
- Any other actions recommended by manufacturer.

CERTIFICATION AND REPORTING

- Upon completion of the inspection and testing, provide a report, which shall include:
 - Details of the client.
 - Extent and limits of the inspection.
 - A schedule of results for tests and inspections previously listed.
 - Observations and recommendations for actions to be taken with regards to any damage, deterioration, defects, dangerous conditions and non-compliance with the requirements of the Regulations which may give rise to danger.
 - Details of the inspection and test company.