Community: _____

Date: _____ Time In: _____ Time out:_____

Tech: _____ Gate:_____ Notified:_____

Technology Preventative Maintenance Contract (PMC) Checklist

Maintenance Item	Checklist (use separate list for each gate or bldg)			Maintenance Notes
DVR/NVR Recording	☐ Okay	Days of Recording?		Test at least 2 minutes of daytime video recording (oldest date)
DVR/NVR Recording	☐ Okay	Night Lighting Condition?		Test at least 2 minutes of nighttime video recording (oldest date)
DVR/NVR Update	☐ Okay	Firmware/Software Updates?		Install any required firmware and software updates
Camera Focus	☐ Okay	Qty of IR Cameras?		Note live monitor focus and any obstructions in focal view
Camera Clarity	☐ Okay	Total Qty of Cameras?		Note live monitor clarity and field of view (is camera aimed appropriately?)
Camera Lens Clean	☐ Okay	Total Qty of Lenses Cleaned?		Clean camera lenses as required
DVR/NVR Monitor	☐ Okay	Monitor Color/Clarity?		Final check of Monitor for clarity and recordings after above items
Vehicle RFID System	☐ Okay	Antenna damage?		Check antennas for any obvious damage
RFID System Update	☐ Okay	Firmware/Software Updates?		Install any require firmware and software updates
RFID Cabling	☐ Okay	Cable Damage?		Check cabling for an weathering requiring attention
RFID System Voltage	☐ Okay	System Voltage at the Reader?		Check system voltage to confirm power supply integrity
Transponder Test	☐ Okay	Any non-read problems?		Survey staff about performance and observe vehicles before leaving
Key-fob System	☐ Okay	Firmware/Software Updates?		Install any require firmware and software updates
Power Supply	☐ Okay	Battery Condition?		If installed, check batteries by disconnecting 120volt circuit
Readers	☐ Okay	Qty of Readers ?		Check for any vandalism and that lights and tones work
Electric Strikes	☐ Okay	Qty of Strikes?		Check operation & noise. Tighten screws & LUBRICATE with "Super Slick"
Magnetic Locks	☐ Okay	Qty of Magnetic Locks?		Check alignment and screws. Check RTE devices. Check magnetic release
Electrified Panic	☐ Okay	Qty of Electrified Panic Bars?		Check for door/gate rod & pin alignment, plunger retraction and noise
Door Closers	☐ Okay	Qty Hydraulic Closers?		Check door/gate for full closure & slamming, adjust as necessary

Remember to look at the entire systems as if it is your own community and take pride of ownership

Parts Used:

Location	Quantity	Part Number	Description

Estimate Required: ***(take pictures for review at the office)***

Location	Quantity	Part Number	Description