IT Basic Technical Troubleshooting Checklist - CCTV

☐ GINTELL (M) SDN BHD ☐ GINTELL (BORNEO) SDN BHD

☐ SOVOTEL MALAYSIA SDN BHD ☐ _____

Site/Location: _____ Department: _____

User Reported: _____ Date: _____

CCTV Camera & Housing

No	Description	Check	Comments
1	Check that the cameras are securely attached to the wall	☐	
2	Check camera housings for deterioration (environmental conditions)	☐	
3	Chean housing and free from dust	☐	
4	Check lens focus and adjust as appropriate	☐	
5	Check field of view is as agreed at installation	☐	
6	Check operation of night vision monitors (Playback last night recording	☐	

CCTV Wiring and Cables

No	Description	Check	Comments
1	Check connectors and cable entry points for loose wiring	☐	
2	Check cables are transmitting an adequate video signal to control room	☐	
3	Check Wiring for any wear and tear or exposed wires.	☐	

CCTV Control Equipment

No	Description	Check	Comments
1	Check hard disk for possible errors	☐	
2	Check operation of NVR/DVR cooling fans (if applicable) clean as necessary	☐	
3	Monitors are free from picture burn-in and distrortion.	☐	
4	Monitors have proper contract and brightness	☐	

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Remark:	
Signature	Signature
Prepared by:	Verified by:
Date:	Date: