

COMMERCIAL SECURITY SYSTEM MAINTENANCE LOG

System Inspection, Testing, and Service Records

FACILITY NAME

ADDRESS:

SYSTEM PROVIDER:

ACCOUNT / CONTRACT ID:

SYSTEM TYPE:

PRIMARY CONTACT:

ROUTINE PREVENTIVE MAINTENANCE CHECKLIST

PASS	FAIL	N/A	MAINTENANCE ACTIVITY DESCRIPTION	COMMENTS / ACTION REQUIRED
			Control Panel backup battery load and voltage testing	
			Power supply outputs and auxiliary voltage checks	
			Intrusion alarm sensor/detector physical cleaning and walk-testing	
			Access control card readers, locks, and door contacts functional test	
			CCTV camera housing cleaning, focus adjustment, and cable inspection	
			NVR/DVR recording check, storage capacity, and time sync verification	
			Signal transmission verification to Central Monitoring Station	
			Audible and visual signaling devices (sirens, strobes) test	
			User credentials and database backup performance	

MAINTENANCE AND REPAIR LOG

[illegible]

DATE / TIME	TECHNICIAN NAME	SYSTEM COMPONENT / ZONE	DETAILS OF ACTIONS TAKEN / PARTS REPLACED	STATUS

TECHNICIAN SIGNATURE / CERTIFICATION

FACILITY REPRESENTATIVE SIGNATURE / DATE