Security System Maintenance Report

Preventive maintenance visit for intruder alarm, CCTV and access control systems, with device checks and customer sign-off.

Visit

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
Systems covered	☐ Intruder alarm ☐ CCTV ☐ Access control ☐ Door entry
Grade (intruder)	☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4 ☐ N/A

Intruder alarm

Item	Pass	Fail	N/A
Control panel and log checked *	☐	☐	☐
Batteries tested *	☐	☐	☐
Detectors walk-tested *	☐	☐	☐
Tamper circuits tested *	☐	☐	☐
Bells / sounders tested *	☐	☐	☐
Signalling to ARC tested *	☐	☐	☐
Set / unset tested *	☐	☐	☐

CCTV

Item	Pass	Fail	N/A
All cameras showing image *	☐	☐	☐
Lenses cleaned *	☐	☐	☐
Focus and field of view correct *	☐	☐	☐
IR / night image OK *	☐	☐	☐
Recorder storage healthy *	☐	☐	☐
Recording retention as required *	☐	☐	☐

Item	Pass	Fail	N/A
Time and date correct *	☐	☐	☐
Remote viewing working *	☐	☐	☐

Access control

Item	Pass	Fail	N/A
Readers working *	☐	☐	☐
Locks release and re-secure *	☐	☐	☐
Exit buttons and break-glass tested *	☐	☐	☐
Fire alarm release tested *	☐	☐	☐
User list reviewed *	☐	☐	☐

Result

Defects and recommendations	
Additional comments	
Engineer name *	
Engineer signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	
Customer signature	

* Required