

# CCTV Camera System Inspection Checklist

Maintenance

DATE	INSPECTOR	SITE / BUILDING	TOTAL CAMERAS
___ / ___ / ____			

## CAMERA FUNCTIONALITY

 All cameras displaying live image  All OK  Cameras Offline

Number of cameras offline \_\_\_\_\_

Offline camera locations \_\_\_\_\_

 PTZ cameras responding to controls  OK  Issue  N/A

 Night vision / IR working (tested after dark)  OK  Issue  Not Tested

## IMAGE QUALITY

 Images clear and in focus  All OK  Some Blurry

 Camera angles correct (no drift)  All OK  Adjusted

 No obstructions (cobwebs, dirt, vegetation)  All OK  Some Cleaned

 Date/time stamps correct on all cameras  All OK  Incorrect

 Colour balance normal (no tint)  OK  Issue

 Motion detection triggering correctly  OK  Issue  N/A

## RECORDING & STORAGE

 NVR / DVR powered on and recording  OK  Issue

 Playback test — footage from last 24 hours  OK  Gaps Found  Failed

Storage capacity remaining \_\_\_\_\_ %

Retention days available \_\_\_\_\_ days

 Sufficient retention for policy requirements  Yes  Running Low

 Backup system operational (if applicable)  OK  Issue  N/A

## NETWORK & POWER

 Network switch operational  OK  Issue

 PoE power to all cameras  OK  Issue  N/A

 UPS battery backup status  OK  Low  N/A

 Remote access working (if enabled)  OK  Issue  N/A

## PHYSICAL CONDITION

 Camera housings intact  All OK  Damage Found

 Mounting brackets secure  All OK  Loose

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Cables protected and undamaged  OK  Exposed/Damaged

Weatherproofing intact on outdoor cameras  OK  Issue  N/A

No signs of tampering or vandalism  OK  Issue

**ACTIONS & SIGN-OFF**

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Issues found and actions taken

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Inspector signature

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**Notes**

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