



Customer: _____

Visit Date: _____

SECURE SITE SOLUTIONS, INC. ACCESS CONTROL PREVENTATIVE MAINTENANCE SCHEDULE / CHECKLIST

- ☐ PERFORM A FULL OPERATING SYSTEM BACKUP (IF COMPUTER SUPPLIED BY SSS)
- ☐ PERFORM DATABASE AND EVENT ARCHIVE BACKUP OF APPLICATION
- ☐ APPLY AVAILABLE AND SUPPORTED UPDATES / PATCHES (IF COMPUTER SUPPLIED BY SSS)
- ☐ APPLY AVAILABLE AND SUPPORTED SERVICE PACKS TO ACCESS CONTROL SOFTWARE
- ☐ APPLY AVAILABLE AND SUPPORTED FIRMWARE UPDATES TO THE CONTROL EQUIPMENT
- ☐ CHECK CLIENT STATION CONNECTIVITY IF APPLICABLE
- ☐ METER AND RECORD ALL AC AND DC POWER SUPPLY SETTINGS ON ACCESS CONTROL EQUIPMENT
- ☐ PERFORM VOLTAGE TEST ON POWER SUPPLY BATTERIES AND CHECK PANEL FUSES IF APPLICABLE
- ☐ TEST AND INSPECT ALL PANEL CONNECTIONS AND GROUND
- ☐ TEST READER AND READER DOORS FOR FUNCTION AND SOFTWARE RECORDING OF THE FOLLOWING IF APPLICABLE:
 - DOOR HELD OPEN
 - DOOR FORCED OPEN
 - READER FAILURE
 - AUDIBLE LED OPERATION, IF APPLICABLE
 - TAMPER DETECT, IF APPLICABLE
- ☐ CHECK WIRING CONNECTIONS FOR CONTACTS, REQUEST TO EXIT DEVICES, AND LOCK POWER FOR INTEGRITY
- ☐ PERFORM FUNCTIONAL TEST OF ANY REQUEST TO EXIT DEVICE FOR PROPER OPERATION
- ☐ CLEAN VIDEO CARD PRINTER WITH PRINT HEAD CLEANER, IF APPLICABLE
- ☐ CONFIRM CUSTOMER HAS LATEST OWNERS' MANUAL FOR ACCESS CONTROL SOFTWARE
- ☐ PROVIDE WRITTEN RECORD OF ALL TESTS AND DEVIATIONS / REMEDIES

TECHNICAL NOTES AND LISTED UPDATES: _____

CUSTOMER SIGNATURE _____

SECURE SITE SOLUTIONS TECHNICIAN SIGNATURE _____

DATE OF SERVICE VISIT / TEST: _____