

## Scope of Service Access Control and Intercom Systems



- Talk to the customer re any issues encountered with system since last visit and answer any questions they may have.
- Check mains and stand – by power supply units including charging rates
- Check operation of all door contacts
- Check operation of locks
- Check operation of door closures
- Check operation of emergency break glass / mechanical exits
- Check operation of readers
- Check operation of keypads
- Check communication with all controllers
- Check inputs and outputs on controller
- Check software for correct operation and settings
- Ensure the customer is aware of how to backup data on system
- Check correct operation of doors in a fire condition

The Hall Alarms Engineer will leave a full service docket including arrival time on site, faults found, action taken and leaving time, following the service to each system. This will be presented to the relevant person for signing. Any recommendations will also be noted for the customer.