PREVENTIVE & CORRECTIVE MAINTENANCE REPORT (PCMR)

DIA Ref. No.		Date	
Facility Name			
Facility CCTV Coordinator		Mobile Number	
CCTV Contractor Name			
CCTV Contractor Coordinator		Mobile Number	
Maintenance Type	☐ Corrective | ☐ Preventive		

CCTV SYSTEM HEALTH STATUS

CAMERAS

Numbers of Cameras ( )		Recording FPS	
Online	Offline	SSD Approved	Actual
Recording Bitrate		**Recording Resolutions**	
SSD Approved	Actual	SSD Approved	Actual

RECORDING DEVICES

Total number of NVR's / Server	Online		Offline		Server / NVR No. #	Recording Days
Failover NVR / Server	Active		Not Active			
Total number of Archiver	Online		Offline			
Total number of Hard Disk's	Active		Faulty			
RAID Status	Active		Inactive			
Other Issues with Recording Devices						

NETWORK & UPS

CCTV NETWORK	Status	UPS TEST Duration	Core Switch / Edge Switch Health Status	Cooling System
	(Online / Offline)	(Minutes)	(Good / Bad)	(Good / Bad)
MDF				

SERVER ROOM				
CONTROL ROOM				
MOI Integration Devices				
IDF #				
IDF #				
IDF #				
IDF # ...etc.				

RECORDING MISSING / NOT INSTALLED / OFFLINE				
Camera # / NVR / Server	Dates and Time		Reason	Action Taken
	From	To		

FAULTY CAMERA LIST			
Serial Number	Camera Name	Location of camera	Remarks

CCTV System Hardware's Firmware	Latest Update		Not Updated	
CCTV Camera Maintenance	Cabling's		Cleaned	

VSS EQUIPMENT'S WITH TECHNICAL ISSUES (NOTE DOWN ONLY THE BRAND NAME)	
Camera Brand	
Recording Equipment Brand	
Networking Equipment's Brand	
VMS Brand and Version	
ANPR Brand and Version	

POINT OF INTERSET			
Number of Cameras ( )		NVR	
Online	Offline	Online	Offline

DOWNLOAD RECORDING	
Camera Number	**MOI-Request Reference Number**

ADDITIONAL NOTES

FACILITY COORDINATOR		CCTV CONTRACTOR COORDINATOR	
Name		**Name**	
Designation		**Designation**	
Contact No:		**Contact No:**	
Email Address		**Email Address**	

Note: Kindly attach additional page in case more Space/Table **(For etc Tables)** required for Recording Devices Table, Networks, UPS Table & Recording Issue/Missing Tables