Gallagher Command Centre
Maintenance Schedule

This maintenance schedule is provided as a guide for trained service engineers to assist identifying maintenance items on a customer's premises. The frequency of maintenance visits will depend on the site complexity and volume of site activity. Gallagher recommends that visits be at least once per year.

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Gallagher Controller

		Initials	Outcome	Comments
Tamper	Open cabinet door		Server reports Controller tamper alarm	
Network Comms	Remove network connection		Server reports Controller off-line	
	Reconnect network connection		Server reports on-line	
Power supply	Measure DC voltage at Controller		Voltage between 11.6v and 15.6v	dcV:
S/ware Version	Report version of code installed		Controller <properties>, <software>	Version:
Inspection	General visual inspection		Clean excessive dust deposits	
DIP Switches	Check switch 2 is OFF		Ensures Controller configuration settings are maintained during a power outage.	
Cabinet secure	Keys returned for storage			

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Door Hardware

		Initials	Comments
Entry Door Reader	Reader securely fixed		
	Security screws fitted		
Exit Door Reader	Reader securely fixed		
	Security screws fitted		
Req. to Exit Switch	Exit switch securely fixed		
Break-glass exit switch	Break-glass securely fixed		
Mag. reed switch	Switches securely fixed		
Lock	Lock securely fixed		
	Armature plate / strike plate securely fixed		
	Tamper plugs / screws fitted		
	Lock bond sensor installed		
Remote door release	Release switch correctly installed		
Strike Switch	Electric strike switch installed		

		Initials	Comments
Door Closer	Door securely fixed		
	Closer arms adjusted correctly		
	Closer “snaps” door shut		
Hinge pIn	Hinge secure		
Dead latch	Dead-latch (where fitted) working		
Flush/ tower bolts	Bolts securely fixed		
	Monitor switches working		
Power Transfer	Power transfer securely fixed		
Emergency Key Entry Switch	Electric key switch securely fixed and working		
Emergency. Key Exit Switch	Electric key switch securely fixed and working		
Key access	Mechanical key access provided		
Door movement	Movement on hinges satisfactory		
	No evidence of hinge-binding		

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Door Operation

		Initials	Comments
Entry reader	Disconnect reader, tamper reports correctly		
	Reader display and LED's working correctly		
	PIN mode working correctly		
	Valid card presented at reader. Reports correctly		
	Invalid card presented at reader. Reports correctly		
	Correct messages displayed		
Exit reader	Disconnect reader, tamper reports correctly		
	Reader display and LED's working correctly		
	PIN mode working correctly		
	Valid card presented at reader. Reports correctly		
	Invalid card presented at reader. Reports correctly		
	Correct messages displayed		
Req. to exit	Switch operation releases door		
	Door release reports correctly		
All equipment	Clean all hardware		

		Initials	Comments
B/glass switch	Break-glass operation releases door using test switch or remove cover		
	Use of break-glass reports correctly		
	Loosen break glass to cause tamper		
Key switch	Key switch operation releases door		
	Use of key switch reports correctly		
	Loosen switch to cause tamper generate tamper alarm		
Fire control	Fire alarm activated		
	Door released where specified		
	Door remains secure where specified		
Lock report	Confirm operation of bond/lock sensor		
	Confirm operation of position sensor		
Door functions	Door release time correct		
	Door re-secures when no access		
	Door open alarm		
	Door open too long alarm		

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Alarm annunciation

		Initials	Comments
Siren	Device securely fixed		
	Installed at correct position & height		
	Disconnect wiring to generate tamper		
	Activation as specified		
	Timeout as specified		
	Clean unit		
Strobe lamp	Device securely fixed		
	Installed at correct position & height		
	Disconnect wiring to generate tamper		
	Activation as specified		
	Timeout as specified		
	Clean unit		

Locked and Monitored Door

		Initials	Comments
Lock	Lock securely installed		
	Armature plate / strike plate securely installed		
	Tamper plugs / screws fitted		
	Magnetic lock bond sensor		Insert 3 thicknesses of paper and confirm door not locked
	Electric strike monitor		Confirm dead latch operation is correct
Door monitor switch	Door switches securely installed		
	Door switches report correctly		

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PIR Installation

		Initials	Comments
PIR 1	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 2	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 3	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		

		Initials	Comments
PIR 4	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 5	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		
PIR 6	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
	Walk-test lamp off		

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Miscellaneous Monitoring

		Initials	Comments
Device 1	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
Device 2	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
Device 3	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		

		Initials	Comments
Device 4	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
Device 5	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		
Device 6	Device securely fixed		
	Open device to trip tamper		
	Device coverage as specified		

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Field Power Supply

		Initials	Comments
Mains power ON	Power supply securely fixed		
	Open cabinet - tamper alarm generated		
	Mains power connected to regulation standard		
	Battery adequately restrained		
	DC at battery terminal		
Mains restored	Mains restored		

		Initials	Comments
Mains power OFF	DC load current		I =
	Mains-fail alarm sent		
	DC at battery (t = 0 min.)		DcV =
	DC at battery (t = +30 min.)		DcV =
	Low volt alarm point:		DcV =

Server UPS

		Initials	Comments
Installation	UPS securely fixed		
	Open cabinet - tamper alarm generated		
	Mains power connected to regulation standard		
	Battery adequately restrained		
Power restored	Mains restored		

		Initials	Comments
Mains power OFF	Output mains voltage correct		
	AC load current		
Mains power ON	Mains-fail alarm sent		
	Operational after 15 minutes		

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Off-site Monitoring

		Initials	Comments
Send alarm 1	Alarm received		
Send alarm 2	Alarm received		
Alarm report	Report ex Monitoring Company		

		Initials	Comments
Send alarm 3	Alarm received		
Send alarm 4	Alarm received		

Gallagher Command Centre Server

		Initials	Comments
Server details	Server Name		Name:
	IP Address		IP:
M/soft Windows Installation	Check Windows log files for errors		
	Check SQL log files for errors		
	Check available disk space		
	Audit Windows User Accounts		
Gallagher Command Centre	Audit operator activity		
	Audit Command Centre operator activity		
	Audit access rights to specified areas		
Backup / archive	Check existence of current backup and archive files		
	Confirm off-site backup processes		

		Initials	Comments
Disaster recovery	Test and confirm disaster recovery processes		
Server reboot	Has server been rebooted in accordance with IT policies		
Windows Updates	Are current patches and releases installed		
Command Centre Updates	Is current release installed		
Anti-virus protection	Is anti-virus software current		

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Gallagher Workstation

		Initials	Comments
Workstation details	Workstation Name		Name:
	IP Address		IP:
M/soft Windows Installation	Check Windows log files for errors		
	Check available disk space		
	Audit Windows User Accounts		
Server reboot	Has workstation been rebooted in accordance with IT policies		
Windows Updates	Are current patches and releases installed		
Command Centre Updates	Is current release installed		
Anti-virus protection	Is anti-virus software current		