



Security Camera Functionality Checklist (Weekly/Monthly)

System Health & Connectivity

Ensures the core system components are operating correctly and maintaining network connectivity.

System Uptime (Hours)

Network Connection Status

- ☐ Connected
- ☐ Disconnected
- ☐ Intermittent

Bandwidth Usage (MB)

Central Server Status

- ☐ Online
- ☐ Offline
- ☐ Degraded

Last Reboot Date

Enter date...

Notes/Observations (System Health)

Write something...

Camera Functionality - Visual & Recording

Focuses on the quality of video capture and recording capabilities of individual cameras.

Camera 1: Frame Rate (FPS) - Verify

Enter a number...

Camera 1: Resolution (Pixels) - Verify

Enter a number...

Camera 2: Image Quality (Overall)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Camera 3: Any Image Distortion or Artifacts Observed?

Write something...

Camera 4: Night Vision Effectiveness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Camera 1: Bitrate (Mbps) - Verify

Enter a number...

Last Video Quality Review Date (for records)

Enter date...

Notes on any specific camera issues observed (e.g., flickering, blur)

Write something...

Motion Detection & Alerts

Verifies motion detection is functioning as expected and alerts are being generated appropriately.

Verify Motion Detection Zones are Active & Correct

- ☐ Active & Correct
- ☐ Needs Adjustment
- ☐ Inactive

Motion Detection Sensitivity Level (Scale of 1-10)

Enter a number...

Test Motion Detection - Validate Triggering

- ☐ Triggered as Expected
- ☐ Did Not Trigger
- ☐ False Positive

Verify Alert Notifications are Received

- ☐ Received as Expected
- ☐ Not Received
- ☐ Delayed

Notes/Details on Motion Detection Testing

Write something...

Verify alert notification method

- ☐ Email
- ☐ SMS
- ☐ Push Notification
- ☐ Other

Remote Access & Playback

Confirms ability to remotely access live feeds and review recorded footage.

Ping Response Time (Remote Access)

Enter a number...

Remote Access Method (Web/App/Software)

- ☐ Web Browser
- ☐ Mobile Application (iOS)
- ☐ Mobile Application (Android)
- ☐ Dedicated Software (Windows/Mac)

Authentication Success?

- ☐ Yes
- ☐ No

Last Successful Remote Access Login

Notes/Observations regarding Remote Access

Write something...

Playback Functionality - Forward

- ☐ Working
- ☐ Not Working
- ☐ Intermittent

Playback Functionality - Rewind

- ☐ Working
- ☐ Not Working
- ☐ Intermittent

Storage & Retention

Checks the storage capacity, recording duration, and data retention policies.

Current Storage Capacity (GB)

Enter a number...

Total Storage Capacity (GB)

Enter a number...

Percentage of Storage Used

Enter a number...

Days of Recording Retained

Enter a number...

Retention Policy Compliance (e.g., Legal, Company)

- ☐ Compliant
- ☐ Minor Deviation
- ☐ Significant Deviation
- ☐ Not Compliant

Last Storage Capacity Review Date

Enter date...

Notes on Storage or Retention Issues

Write something...

Power & Environmental Factors

Assesses the power supply and environmental conditions affecting camera performance.

Ambient Temperature (near cameras)

Enter a number...

Power Supply Voltage (at camera)

Enter a number...

Camera Housing Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Needs Attention

Power Supply Status

- ☐ Active
- ☐ Standby
- ☐ Faulty

Notes on Environmental Factors (e.g., dust, humidity, obstructions)

Write something...

Last Cleaning Date (lens & housing)

Enter date...

Software & Firmware

Reviews software versions and checks for necessary firmware updates.

Current NVR/DVR Firmware Version

Enter a number...

Current Camera Firmware Version (Sample Camera 1)

Enter a number...

Current Camera Firmware Version (Sample Camera 2)

Enter a number...

Are there any available firmware updates?

- ☐ Yes
- ☐ No
- ☐ Unknown

Notes on Software/Firmware Checks (e.g., errors encountered, research required)

Write something...

Last Firmware Update Date (If Applicable)

Enter date...

Software Platform Version (e.g., VMS version)

Write something...