



Security System Check & Monitoring Checklist

System Overview & Initial Checks

Preliminary assessment of the overall system status and functionality.

Date of Inspection

Time of Inspection

System Uptime (Hours)

Overall System Status

- ☐ Operational
- ☐ Minor Issues
- ☐ Major Issues
- ☐ Offline

Brief Description of Initial Observations

Write something...

Power Supply Status

- ☐ Normal
- ☐ Fluctuations
- ☐ Intermittent
- ☐ Failed

Location of Main Control Panel

 Set My Current Location



System Version Number

Write something...

Verification of control panel operation, power supply, connectivity, and central monitoring station functionality.

Control Panel Battery Voltage (V)

Enter a number...

UPS Battery Backup Time (minutes)

Enter a number...

Communication Status (Central Monitoring)

- ☐ Connected
- ☐ Disconnected
- ☐ Degraded Connection

Notes on Panel Operation/Errors

Write something...

Last System Log Review Date

Enter date...

Time of System Check Start

Panel Tamper Status

- ☐ Normal
- ☐ Tampered
- ☐ Unknown

Access Control System (ACS)

Comprehensive check of access points, card readers, biometric scanners, and related access control components.

Number of Active User Accounts

Access Control System Manufacturer

- ☐ HID Global
- ☐ Bogen Communications
- ☐ Honeywell
- ☐ Johnson Controls
- ☐ Other

Access Card/Fob Types Supported

- ☐ Proximity Card
- ☐ Smart Card
- ☐ Mobile Credential
- ☐ Biometric (Fingerprint)
- ☐ Biometric (Facial Recognition)

Last Card/Fob Inventory Date

Enter date...

Time of Last Door Locking/Unlocking Test

Description of any Access Control Anomalies/Observations

Write something...

System Firmware Version

Location of Main ACS Server Room

 [Set My Current Location](#)



CCTV Surveillance System

Inspection and verification of CCTV cameras, recording devices, and monitoring capabilities.

Total Number of Operational Cameras

Enter a number...

Camera Recording Resolution (per camera)

- ☐ Standard Definition (SD)
- ☐ High Definition (HD)
- ☐ Full HD
- ☐ 4K

Camera Lens Type (dominant type)

- ☐ Fixed
- ☐ Varifocal
- ☐ PTZ (Pan-Tilt-Zoom)

Days of Recording Retention

Enter a number...

Description of any observed video quality issues (e.g., blur, pixelation)

Write something...

DVR/NVR Status

- ☐ Online
- ☐ Offline
- ☐ Degraded

Last System Software Update Date

Enter date...

Notes on any identified vulnerabilities or concerns regarding the CCTV system

Write something...

Intrusion Detection System (IDS) - Alarm System

Testing and validation of door/window sensors, motion detectors, and alarm triggers.

Battery Voltage (Main Panel)

Enter a number...

Battery Voltage (Zone 1)

Enter a number...

Zone Status (e.g., Armed, Disarmed, Bypassed)

- ☐ Armed
- ☐ Disarmed
- ☐ Bypassed
- ☐ Trouble

Time of Last Alarm Trigger (if any)

Notes on Last Alarm Trigger (if any)

Write something...

Door/Window Sensor Functionality (Zone 1)

- ☐ Functional
- ☐ Faulty
- ☐ Missing

Motion Detector Sensitivity (Zone 1)

- ☐ Optimal
- ☐ High
- ☐ Low

Date of Last Sensor Calibration

Enter date...

Fire Detection & Alarm System Integration

Ensuring seamless integration and functionality between the security system and fire safety infrastructure.

Fire Panel Communication Status Code (Received from FAC)

Enter a number...

Integration Method (e.g., Direct Connection, Networked)

- ☐ Direct Connection
- ☐ Networked
- ☐ Other - Specify

Description of Integration Protocol Used (e.g., BACnet, Modbus)

Write something...

Last Fire System Integration Test Date

Enter date...

Time of Last Fire System Integration Test

Confirmation of Automatic System Reset After Alarm

- ☐ Yes
- ☐ No
- ☐ N/A

Response Time (Seconds) from Fire Alarm to Security System Notification

Notes/Observations during Integration Testing (e.g., any delays, error messages)

Power Backup & System Redundancy

Checking battery backup, generator functionality, and other redundancy measures for continuous operation.

UPS Battery Voltage (V)

UPS Battery Capacity (AH)

Generator Run Time (minutes) - Last Test

Last UPS Battery Replacement Date

Last Generator Maintenance Date

Enter date...

Generator Fuel Level

- ☐ Full
- ☐ Sufficient
- ☐ Low
- ☐ Critical

Automatic Transfer Switch (ATS) Operational Status

- ☐ Operational
- ☐ Needs Repair

Notes/Comments on Power Backup System

Write something...

Reporting & Documentation

Review of system logs, incident reports, and maintenance records.

Date of Last System Review

Enter date...

Time of System Review Started

Summary of Review Findings

Write something...

Number of Alarm Events Recorded

Enter a number...

Alarm Event Verification Status

- ☐ Verified & Resolved
- ☐ Unverified - Further Investigation Required
- ☐ False Alarm - Root Cause Analysis Needed

Attach System Log Export

 Upload File

Recommended Actions / Corrective Measures

Write something...

Report Distribution Method

- ☐ Email
- ☐ Printed Copy
- ☐ Shared Drive

System Updates & Software

Verification of software versions, firmware updates, and security patches.

Current System Firmware Version

Enter a number...

Last Firmware Update Version (if applicable)

Enter a number...

Date of Last Software Update

Enter date...

Software Update Source (e.g., Vendor, Internal Team)

- ☐ Vendor
- ☐ Internal Team
- ☐ Other

Details of Latest Software/Firmware Update (including version numbers and changes)

Write something...

Security Patch Status (e.g., Applied, Pending, Not Applicable)

- ☐ Applied
- ☐ Pending
- ☐ Not Applicable

Notes/Comments regarding software updates (e.g., Issues encountered, planned updates)

Write something...

Upload Screenshot of Software Version Information (optional)

 Upload File