ChecklistGuro

Security System Monitoring Checklist

System Health & Availability

Verifies the core functionality and uptime of the security system components.

System Uptime (%)

> Enter a number...

CPU Utilization (%) - Main Server

> Enter a number...

RAM Usage (%) - Main Server

> Enter a number...

Disk Space Usage (%) - Recording Storage

> Enter a number...

Network Connectivity Status

☐ Connected
☐ Disconnected
☐ Degraded

Last System Health Check Date

Enter date...

Time of Last Health Check

Notes on System Health

Write something...

Alarm Event Monitoring & Response

Focuses on real-time monitoring of alarms and the protocols for responding to them.

Alarm Response Time (Minutes)

Enter a number...

Scheduled Alarm System Tests (Time)

Alarm Notification Method (Primary)

☐ Phone Call

☐ SMS/Text Message

☐ Email

☐ Pager

Alarm Notification Method (Secondary/Backup)

☐ Phone Call

☐ SMS/Text Message

☐ Email

☐ Pager

Detailed Description of Recent Alarm Event (if applicable)

Write something...

Types of Alarms Monitored (Select all that apply)

☐ Intrusion/Burglary

☐ Fire

☐ Panic/Duress

☐ Medical

☐ Environmental (e.g., Water Leak)

Last Reviewed Alarm Logs

Enter date...

Notes/Comments Regarding Alarm Response Procedures

Write something...

Video Surveillance Monitoring

Addresses the live viewing, recording, and review of security camera feeds.

Start Time of Live Monitoring Shift

End Time of Live Monitoring Shift

Summary of Events Observed During Shift

Write something...

Number of Alarm Events Observed

Enter a number...

Number of Unusual or Suspicious Activities Noted (e.g., loitering)

Enter a number...

Camera Image Quality Assessment

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Cameras Requiring Adjustment/Maintenance

☐ Camera 1

☐ Camera 2

☐ Camera 3

☐ Camera 4

☐ No Issues

Screenshot of Significant Event (if applicable)

⬆ Upload File

Access Control System Monitoring

Covers monitoring of door access, entry/exit points, and user activity.

Number of Access Control Events (Last Hour)

Enter a number...

Number of Door Forcing Attempts (Last 24 Hours)

Enter a number...

Number of Access Denied Attempts (Last 24 Hours)

Enter a number...

Current System Status

- ☐ Operational
- ☐ Warning
- ☐ Critical
- ☐ Maintenance

Last System Log Review Time

Notes/Comments on Current Access Control System Status

Write something...

Affected Doors/Areas (if any issues)

- ☐ Main Entrance
- ☐ Loading Dock
- ☐ Server Room
- ☐ Office 101
- ☐ None

Last Scheduled Maintenance Date

Enter date...

Reporting & Log Review

Details the process of generating and analyzing reports to identify trends and anomalies.

Number of Alarm Events Reviewed

Enter a number...

Summary of Reviewed Events (Including False Alarms)

Write something...

Date of Log Review

Enter date...

Time of Log Review

Overall System Log Status

- [ ] Normal
- [ ] Warning
- [ ] Error
- [ ] Critical

Notes/Comments on Log Review (e.g., Recurring Issues, Unusual Activity)

Write something...

Attached Log Export (if applicable)

⬆ Upload File

Trending Analysis Performed?

☐ Yes

☐ No

System Maintenance & Testing

Outlines procedures for regular testing, maintenance, and updates to ensure optimal system performance.

Last System-Wide Health Check Date

Enter date...

Battery Backup Test Result (Voltage)

Enter a number...

Last Scheduled System Diagnostic Run Time

Firmware Version Status

☐ Up-to-Date

☐ Requires Update

Number of False Alarms in Last Month

Enter a number...

Detailed Notes from Last System Testing

Write something...

Date of Last Network Security Scan

Enter date...