

Appendix 4

SCHEDULE OF MAINTENANCE ROUTINES

This schedule has been prepared to indicate the minimum requirements for the preventative maintenance of the CCTV system. The Contractor shall be responsible for all of the maintenance necessary to ensure that the complete CCTV system as specified in this Maintenance Agreement achieves a constant high quality operation to the complete satisfaction of the Council.

The schedule indicates the maintenance tasks required but does not state how they will be carried out. All maintenance activities will be completed in accordance with the equipment manufacturer's guidelines, recommendations and good working practices.

The Council's cameras have been classified as gold/silver/bronze, which will determine the frequency of the maintenance routines.

- Gold: 3 times per year
- Silver: Twice per year
- Bronze : Once per year

If a routine maintenance tasks requires the use of a cherry picker (ability to reach a minimum height of 5 meters), this equipment (vehicle & driver) must be supplied free of charge, as part of the overall price quoted.

In all instances where preventative maintenance work has identified the need to replace equipment, items or components, a quotation must be submitted to the B&NES representative with details of all required works (labour & materials) for sign off and official purchase order to be raised.

Description	Detail
Camera Housing	Visually inspect, check seals, joint, glands and flexible conduit for deterioration, ingress of moisture or dust. Rectify as necessary.
Camera Housing	Clean housing glass or dome inside and out. Replace glass if optically damaged
Camera Housing	Check operation of heater. Replace where necessary.
Camera Housing	Check wires and terminators are secure and free from damage. Correct as necessary.
Pan Tilt Unit	Check operation of the pan tilt mechanism, gearbox, bearings, limit switches, etc. Reset limits where necessary. Replace where necessary.

Camera Bracket Mounts/Poles	Check bracket mounts/poles for corrosion or failure and damage to paint. Rub down, repaint or replace where necessary. Check for sturdiness and re-secure as necessary
Cameras	Remove optical lens. Inspect for moisture, seal failure. Rectify or replace where necessary.
Cameras	Clean optical lens with proprietary soft lens cloth and refit.
Cameras	Check operation of iris and zoom. Lubricate and adjust where necessary.
Cameras	Re-set camera focus, aperture and video output to manufacturer's specification.
Cameras	Measure and record camera's performance. Provide hard copy of wave form trace.
Cameras	Remove any obstructions from field of view such as tree branches etc. after obtaining appropriate approval.
Cameras	Check operation of RCD. Report if defective.
Camera Electrical Supply	Inspect fixed wiring and test to BS 7671 & BS 7671:2018
Telemetry Unit	Check all images through Onfiv viewer and correct any abnormalities.
DVR/VCR	Reset video to manufacturer's specification checking all tolerances
DVR/VCR	Check all connections and cables. Remake or replace where necessary
DVR/VCR	Check all functions are operating to normal Operational set up. Rectify as necessary.
DVR	Ensure all cameras are connected & display correctly on the VMS (Meyertech) system at the operators workstation.
DVR	Check all connections and cables. Replace or remake as necessary
Monitors	Check all parameters and video signal for level. Adjust where necessary.

Monitors	Inspect display screen. Replace where necessary.
Monitors	Check connections and cables. Remake or replace replace where necessary.
Monitors	Return monitors to manufacturer's specification.