

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. |

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| 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. |

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