

ITEM	MONTHLY	QUARTERLY	ANNUAL
<b>SECURITY CAMERAS &amp; VIDEO SURVEILLANCE</b>			
Verify all cameras show active live feed in management software			
Check for image obstructions or quality issues visible from live view			
Confirm all cameras are actively recording			
Clean camera housings (dust, spider webs reduce image quality)			
Verify retention period is met — typically 30–45 days for multifamily			
Review camera coverage for new blind spots or gaps			
<b>BURGLAR ALARM</b>			
Notify monitoring station, then test all zones (door/window sensors, motion detectors)			
Check backup battery indicator on panel (BATT / TRBL light)			
Verify emergency contacts and call-order priority are current with monitoring company			
Log test date and results in maintenance records			
Confirm call-order priority (1st, 2nd, 3rd contacts)			
Review and update system as needed (zones, credentials, contact list)			
<b>ACCESS CONTROL</b>			
Test door strikes — should release within 1 second of valid credential			
Verify intercom audio clarity on both ends and camera image quality			
Test door release from both intercom unit and smartphone app			
Audit all active credentials (fobs, cards, PINs) against current resident/staff roster			
Deactivate credentials for moved-out residents, former staff, and expired vendors			
Note: physical fob/card collection is NOT sufficient — must deactivate in software			
Confirm intercom directory reflects current residents			
<b>VEHICLE GATES</b>			
Visually inspect gate tracks, rollers, and hardware for debris or damage			
Confirm gate opens and closes fully without obstruction			
Schedule quarterly preventive maintenance & inspection with Gotcha Security			
Schedule vehicle detection loop test with megohmmeter (loop failure not visually detectable)			

## **FIRE ALARM**

Confirm central station phone #, account #, and verbal password are on file

Verify emergency contacts and call-order priority on monitoring account are current

Confirm correct fire dispatch address is on file with monitoring company

Always place system on TEST before any maintenance or inspection work begins

Document and resolve any active trouble or supervisory conditions promptly

Schedule annual fire alarm inspection (required by most jurisdictions)

Keep current inspection report and deficiency corrections on file — AHJ may request

## **SMOKE ALARMS (INDIVIDUAL UNITS)**

Test each unit smoke alarm (self-contained device — not connected to fire alarm panel)

Replace battery annually for battery-powered and battery-backup units

Replace entire smoke alarm every 10 years regardless of condition

Contact Gotcha Security for questions about your specific requirements

## **FIRE SPRINKLERS**

Confirm all control valves are in the OPEN position

Verify no storage within 18 inches below any sprinkler head

Schedule annual sprinkler inspection (required by code)

Keep inspection report and deficiency correction records on file

## **FIRE EXTINGUISHERS**

Confirm all extinguishers are visible, accessible, and unobstructed

Check pressure gauge is in green (charged) zone

Confirm inspection tags are current

Schedule annual inspection by certified technician

## **EMERGENCY LIGHTING & EXIT SIGNS**

Test emergency lighting units — confirm they illuminate on activation

Verify all exit signs are illuminated and legible

Confirm evacuation maps are posted at required locations and reflect current layout

Schedule annual inspection

## FIRE HYDRANTS

Confirm hydrants are accessible and unobstructed (no parking, debris, or landscaping)

Visually inspect for physical damage or vandalism

Schedule annual flow test and inspection

## BACKFLOW PREVENTERS

Visually inspect for leaks, corrosion, or physical damage

Confirm isolation valves are in the open position

Schedule annual test by certified backflow tester (required by most jurisdictions)

Keep test reports on file — may be required by local water authority

## BDA / ERCES — PUBLIC SAFETY RADIO SYSTEM

Verify system power indicators show normal operating status

Note any signal or fault indicators and report to service provider promptly

Schedule annual inspection and signal strength test

Keep compliance documentation on file — AHJ may request at any time

**Not sure where your systems stand?**

**678-430-3116**

**gotchasecurity.net**

*This checklist is a general reference guide. Requirements vary by jurisdiction and system type. Contact Gotcha Security for questions about your specific systems and compliance requirements.*