



CCTV System Maintenance Checklist

12 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Check each camera for physical damage, secure mounting, and correct field of view

Functional Checks

- ☐ Verify image quality and focus in both daylight and night/IR modes
- ☐ Confirm every camera is recording and appears in the recording schedule
- ☐ Check recording retention matches the documented retention period
- ☐ Review storage health, free capacity, and any failed drives or RAID warnings
- ☐ Verify system time synchronisation against a reliable source across all devices
- ☐ Test footage export and playback, confirming exports are viewable and timestamped
- ☐ Check network switches, PoE budget, and UPS supply supporting the system

Cleaning & Housekeeping

- ☐ Clean camera housings, domes, and lenses; check for condensation or water ingress

Safety Checks

- ☐ Review user accounts and access permissions; remove leavers
- ☐ Confirm signage and privacy masking remain correct for the installation

Record Keeping

- ☐ Record firmware versions and apply pending security updates

Maintenance Frequency

Monthly

- Spot-check live images and recording status
- Review storage capacity and system alerts

Quarterly

- Clean camera domes and lenses
- Verify image quality in night mode
- Test footage export

Annually

- Full camera-by-camera survey
- Storage and drive health check
- User account and permissions review
- Firmware and security update review