# CCTV Maintenance Checklist

To help maintain your CCTV system, Caught on Camera have put together this checklist of everything you need to know.

## Camera Lens

- Check the camera lens is focused and adjusted properly
- Check the camera view hasn’t been knocked off path and you can see your property perimeter clearly
- Clean any dust or marks off the camera lens with a can of compressed air and wipe down the camera casing with a microfibre cloth
- Check that the motion detection sensors are working, if you have them
- Use your controller to check that the camera’s functions, such as zoom and pan are working correctly
- Trim back any foliage that may be obscuring the view
- Check that the cameras are securely attached to the wall

## Wiring

- Check wiring for any wear and tear or exposed wires
- Check for loose wires
- Check that you’re getting a clear transmission of sound and picture with no distortion

## Monitors

- Check that the monitors are showing a clear picture and that the brightness and contrast settings are correctly adjusted
- Check all of your switches and individual equipment are functioning fully
- Clean all monitors and equipment of dust and grime with a microfibre cloth and a weak cleaning solution
- Check cables leading from the equipment are in good condition and that there are no weak connections
- Check that the correct time and date stamp is set

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