



Eastern Access Controls



## Preventive Maintenance Service Agreement

This Preventive Maintenance agreement is intended to relieve your employees from managing different sub-contractors every time you need maintenance or repairs made. This allows them to concentrate on what is most important to you - *your business*. At Eastern Access Controls, maintenance and repairs is *our business*. Make one call for all of your access control, camera surveillance, and facility lighting repairs, including new installations.

We are pleased to offer the following **options** as a "**Preventive Maintenance**" service agreement to maximize the reliability you expect from your lighting, surveillance, and access control equipment.

### *(1) Automatic Gate System(s) Including All Access Control Devices*

#### **All Gate System / Access Control Inspections Include:**

- ✓ Visual operation of gate for proper performance.
- ✓ Drive belt inspection and adjustment, if applicable
- ✓ Inspection of chain drive, lubrication and proper tension.
- ✓ Loop inspection and testing: Test loop detectors, inspect loop sealant, resistance/meg-ohm check of loop wiring.
- ✓ Proper clutch adjustment and setting.
- ✓ Inspection and proper setting of gate limits; Opened & Closed.
- ✓ Lubrication and inspection of all gate rollers and hinges for looseness and wear.
- ✓ Inspection for proper signage and safety devices.
- ✓ Inspection of remote antenna connection and wiring for remotes if applicable.
- ✓ General cleaning of internals of operator housing to prevent excessive particulate buildup.
- ✓ Testing of battery backup system "if applicable".
- ✓ Inspection of all card reader / keypad entry systems (verify all keypads are legible and functioning properly).
- ✓ Test all door strikes or mag-locks for proper operation.
- ✓ Cleaning of all keypads and screens, inspection of all XFMR's and power supplies.
- ✓ Copy of documented keypad locations with ID#'s (if more than six exist).

### *(2) Surveillance (Camera) System Inspection*

#### **Surveillance System inspection Includes:**

- ✓ Verification and testing DVR for proper operation (if applicable). Verify all cameras are in good working order.
- ✓ Labor for camera repairs while on site, provided no parts are required and cameras are easily accessible.
- ✓ If parts need to be ordered, customer will move up our expedited service repair list, once parts are available.
- ✓ One annual detailed cleaning of all camera lenses (removed from housings if applicable) and focus checked.

### *(3) Facility Lighting Inspection*

#### **Facility Lighting inspection Includes:**

- ✓ Inspection of all facility lighting inside and out (excluding lights maintained by city or county).
- ✓ Upon completion, the list of repairs is made and scheduled within 14 days.
- ✓ All parts and labor are billed separately after all lighting repairs are scheduled & completed.