

CCTV As-Built & Handover Checklist

Camera schedule, cabling, tests and the handover pack — proof of what was installed where.

How to use: one row per camera/device with serial and exact location; mark cable routes on your plan; complete the commissioning checks; hand the client the full pack listed below.

SYSTEM / NVR MODEL	RECORDING RETENTION (DAYS)	REMOTE ACCESS SET UP FOR
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Camera & device schedule

ID	Type / model	Serial No.	Location	Mount height	Coverage / view
CAM-01	dome 4 MP IR		main gate, pole P1	3.5 m	gate axis + parking entry

Commissioning checks

Check	Result / note
☐ All channels recording (24 h retention verified)	
☐ Night / IR image quality checked per camera	
☐ Remote app access works for client users	
☐ Time sync (NTP) configured	
☐ Privacy masking configured where required	
☐ Signage installed where legally required	

Handover pack contents

Item	Delivered
☐ Marked-up plan with camera positions & cable routes	
☐ Photo set per install point (before / after)	
☐ Credentials & recovery info (sealed)	
☐ User quick-guide	
☐ This signed report	

Technician — name & signature

Client acceptance — name, signature, date



Tired of filling this by hand?

Drop photo & voice pins on your plan on site — PinMy keeps every finding in place, assigned and trackable. Free to start → scan or visit pinmy.co