



**DSX Access Systems, Inc.**

## Preventive Maintenance Checklist

1. \_\_\_ Inspection of DSX Comm Server PC.
  - A. \_\_\_ Check for Current Backup of DataBase / Make one if necessary.  
Note Discrepancies:
  
  - B. \_\_\_ Check UPS for PC. Close program and with nothing running unplug UPS from outlet to make sure it beeps and keeps PC powered up.  
Note Discrepancies:
  
  - C. \_\_\_ Check available disk space. There should be at least 10% free on the drive used by DSX. What is the size of the Log.mdb file in the shared folder. Files need to be archived or started over before they reach 100M.  
Note Discrepancies:
  
  - D. \_\_\_ In the DSX folder locate Repair.exe (for SQL software skip this step). Double click on Repair.exe and select "Repair Existing DataBase", Repair History when prompted.  
Note Discrepancies:
  
  - E. \_\_\_ Find Update.txt file and double click on it. Change the 0 to a 1 and save and close.
  
  - F. \_\_\_ Find the Errors subfolder and see if there are any current error files.  
Note Discrepancies: (These files can be deleted)
  
  - G. \_\_\_ Restart the program. Login when prompted.



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2. In DataBase expand the Location menu and select History.
  - A. \_\_\_\_ In History create or Add a new Report. Set the Start and Stop dates for the last 30 days. \_\_\_\_ Accept all Defaults but “Include all Event Types”. Remove the check from “Include all Event Types”. Click on the “Select All” button. This removes the Not Symbol from all event types. Find Access Granted and Elevator Access and deselect those events placing the Not Symbol on them by pressing the space bar or double right click them, followed by ok. \_\_\_\_ Next select Build Report and then Print-Preview and Print. This report will show all problems and supervisory messages such as alarms, Low Batteries, and Communication Losses.
  - B. \_\_\_\_ Review Report for problems.
3. \_\_\_\_ In Workstation Select “Location Operations” then “Print System Exceptions Report”. This report will show anything that is currently abnormal such as inputs in alarm or bypassed.  
Attach Printout:
4. \_\_\_\_ In Workstation select a location then “Devices”. Right click on the first Device and select “Device Summary”
  - A. \_\_\_\_ Look at and document #number of missed polls. \_\_\_\_\_
  - B. \_\_\_\_ Look at and document Last Panel to miss a poll. \_\_\_\_\_
  - C. \_\_\_\_ Make sure that all devices have the same memory and close to the same version. Make sure the Master Controller has the highest version in the list.  
Note Discrepancies:
5. \_\_\_\_ Go to each door and exercise the card reader or keypad at least 5 times making sure the door unlocks, opens, shuts, and relocks appropriately.
  - A. \_\_\_\_ Exercise the egress device at least 5 times making sure the door unlocks, opens, shuts, and relocks appropriately.
  - B. \_\_\_\_ Hold door open to check for Door Held Open Alarms and Pre-Alarm/Warn activation. Note Discrepancies:



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6. \_\_\_ Alarm points should all be armed and tested and if there is offsite monitoring the alarms should be tested to the final destination.

Note Discrepancies:

7. \_\_\_ Threat Level and emergency activation should be tested. This should include Hazmat lockdowns. A good question for the customer is “What critical operations does the system perform?”

Note Discrepancies:

8. \_\_\_ Alarm Echo Communications should be tested if used in the system.

Note Discrepancies:

9. \_\_\_ All Dial-up Communications should be tested by forcing connections to each dial-up location.

Note Discrepancies:

10. \_\_\_ Review any Current Alarms with Customer to make sure there is no problems.

Note Discrepancies:

11. Inspect all Controllers and Power Supplies.

- A. \_\_\_ Verify Power status indicator is illuminated.

Note Discrepancies:

- B. \_\_\_ Open door and inspect wiring.

Note Discrepancies:



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C. \_\_\_\_ Check all LED indicators with special attention to Blown Fuse, High/Low AC, Low Battery, AC Power, Heart-Beat, Polling, Input and Output Status.  
Note Discrepancies:

D. \_\_\_\_ Measure all AC Power Inputs and DC Outputs.  
Note Discrepancies:

E. \_\_\_\_ Drop Primary Power to each panel and make sure Battery Voltage does not fail or read 12V or less.  
Note Discrepancies:

F. \_\_\_\_ Make Sure FAN is running in 1040PDP.  
Note Discrepancies: