SITE survey. APP

SITE SURVEY REPORT

CCTV Maintenance Visit

Prepared for	Wolds Housing Association
Date	30 Sep 2026
Site	St Anne's Court, Lincoln
Prepared by	M. Rahman

FORM

CCTV Maintenance Visit

1. Job details

Project	St Anne's Court, Lincoln: CCTV maintenance
Job or contract reference	CCTV-PPM-2026-044
Customer	Wolds Housing Association
Site	St Anne's Court, communal areas
Address	St Anne's Court, Lincoln LN2
Date of visit	30 Sep 2026
Type of visit	Planned maintenance
Engineer name	M. Rahman
Recorder make and model	8 channel IP network recorder
Type of system	IP
Cameras on the system	6
Is the system remotely monitored?	No

2. Recorder and storage

Recording on arrival	Some cameras not recording
When did recording stop, and why?	CAM-05 (bin store) stopped on 21 September 2026 when its PoE port on the recorder failed. Moved to a spare port, recording again.
Who was told, and when?	Wolds Housing estates team, by phone at 10:20 on 30 September 2026.
Are the date and time on the recorder correct?	No
How far out was it (minutes)?	7
Corrected on this visit?	Yes

> Date and time. The ICO expects regular checks that the date and time stamp on images is accurate.

Days of footage on the recorder	26
Days the customer's policy says to keep	31

> The recorder holds less than the policy asks for. Check the storage size, recording settings and disk health.

Hard disk health	Warnings
Did you play back recorded footage from each camera?	Yes
Did you test exporting a clip?	Yes
Is the recorder or any camera still on a default password?	No
Recorder firmware	Updated on this visit
Is the recorder locked away or access controlled?	Yes
Remote viewing	Not set up
Fans and vents checked and cleaned?	Yes

3. Camera by camera

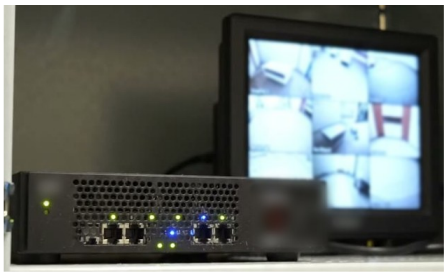
Cameras by area 1: Main entrance

Area	Main entrance

Cameras in this area 1: CAM-01

Camera number or name	CAM-01
Position in this area	Main entrance
Indoor or outdoor	Outdoor
Camera position (GPS)	Main entrance canopy · 53.234517, -0.531882 (SK 98088 71836, ±6 m)
Picture	Clear
Is it still pointing at what it is meant to show?	Yes
Night picture	Good
Lens and housing cleaned?	Yes
Fixings, cable and connectors	OK
Any defect on this camera?	No

Photos: the picture on screen, and any defect



This area: cameras checked	1
This area: cameras with a defect	0
This area: urgent defects	0
This area: cameras with no picture	0

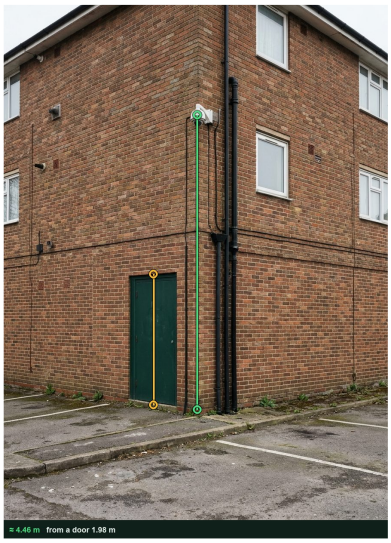
Cameras by area 2: Rear car park

Area	Rear car park

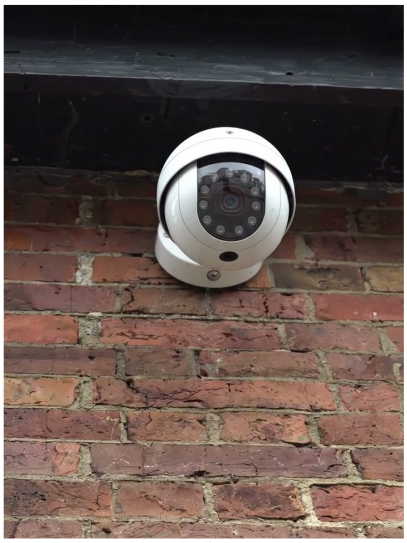
Cameras in this area 1: CAM-02

Camera number or name	CAM-02
Position in this area	Building corner
Indoor or outdoor	Outdoor
Camera position (GPS)	Rear car park corner · 53.234361, -0.532207 (SK 98067 71819, ±8 m)
Picture	Dirty or obstructed
Is it still pointing at what it is meant to show?	Yes
Night picture	Poor
Lens and housing cleaned?	Yes
Fixings, cable and connectors	OK
Any defect on this camera?	Yes
Describe the defect and what you did	Dome cover scratched. Cleaned it, but the infrared still flares at night. Replace the dome cover.
Priority	Soon: within a month
Mounting height (m)	4.46

Mounting height (m): measuring photo



Photos: the picture on screen, and any defect





This area: cameras checked	1
This area: cameras with a defect	1
This area: urgent defects	0
This area: cameras with no picture	0

Cameras by area 3: Ground floor

Area	Ground floor

Cameras in this area 1: CAM-03

Camera number or name	CAM-03

Position in this area	Lobby
Indoor or outdoor	Indoor
Picture	Clear
Is it still pointing at what it is meant to show?	Yes
Night picture	Good
Lens and housing cleaned?	Yes
Fixings, cable and connectors	OK
Any defect on this camera?	No

Cameras in this area 2: CAM-04

Camera number or name	CAM-04
Position in this area	Lift lobby
Indoor or outdoor	Indoor
Picture	Clear
Is it still pointing at what it is meant to show?	Yes
Night picture	Good
Lens and housing cleaned?	Yes
Fixings, cable and connectors	OK
Any defect on this camera?	No
This area: cameras checked	2
This area: cameras with a defect	0
This area: urgent defects	0
This area: cameras with no picture	0

Cameras by area 4: External stores

Area	External stores

Cameras in this area 1: CAM-05

Camera number or name	CAM-05

Position in this area	Bin store
Indoor or outdoor	Outdoor
Camera position (GPS)	Bin store · 53.234198, -0.531706 (SK 98100 71801, ±7 m)
Picture	Clear
Is it still pointing at what it is meant to show?	Yes
Night picture	Good
Lens and housing cleaned?	Yes
Fixings, cable and connectors	OK
Any defect on this camera?	Yes
Describe the defect and what you did	No picture on arrival. Recorder PoE port 5 dead. Camera moved to port 7, picture clear and recording.
Priority	Routine: at the next visit
Mounting height (m)	2.8

Cameras in this area 2: CAM-06

Camera number or name	CAM-06
Position in this area	Cycle store
Indoor or outdoor	Outdoor
Camera position (GPS)	Cycle store · 53.234642, -0.532514 (SK 98045 71849, ±6 m)
Picture	Soft or out of focus
Is it still pointing at what it is meant to show?	Yes
Night picture	Good
Lens and housing cleaned?	Yes
Fixings, cable and connectors	OK
Any defect on this camera?	Yes
Describe the defect and what you did	Picture soft on arrival. Refocused on this visit and now clear. Check again at the next visit.
Priority	Routine: at the next visit
Mounting height (m)	3.1

This area: cameras checked	2
This area: cameras with a defect	2
This area: urgent defects	0
This area: cameras with no picture	0
Cameras checked	6
Cameras with a defect	3
Cameras with no defect (%)	50
Urgent defects	0
Cameras with no picture	0

4. Signs, monitor and monitoring

Are CCTV signs in place and readable?	Yes
Monitor on site	Working
UPS	Working: not load tested
Is the site log or maintenance record updated?	Yes

5. Outcome and parts

Outcome of the visit	Working with defects outstanding
What needs doing next, and who will do it?	Replace the CAM-02 dome cover and the recorder hard disk on one visit. M. Rahman to quote both to the estates team by 7 October 2026.
Recommendations	Fit a larger recorder disk so footage is kept for the 31 days the policy asks for. The recorder now takes its time from a time server.
Did you use any parts or materials?	Yes

Parts and materials used 1: Cat6 patch lead, 1 m

Item	Cat6 patch lead, 1 m
Part number	C6-PL-1M
Quantity	1
Next visit due	30 Mar 2027

6. Sign-off

Is the customer or their representative available to sign?	No
Why not, and who will you send the report to?	No housing officer on site. Phoned the Wolds Housing estates team at 10:20 about the 9 day gap in bin store recording. Report emailed to the estates team.
Engineer name	M. Rahman
Engineer signature	