

As work is completed, or a process is explained, please check and date the line items shown below. Also, please note the name and phone number of the contractor that performed the work.

1. Internet Access—It is best to contact the Internet Service Provider to see what the wait time is in your area. Also verify that the Internet connection is active prior to installation. Cable or DSL—With high-speed router and static IP address for remote monitoring of the CCTV system.

Work complete/process explained: Date: _____
Contractor Name: _____ Contractor Phone: _____

2. The electronic latch door strike* or magnetic lock* must be installed and supplied by a local locksmith prior to the installation of ProVision Security Solutions equipment. The locksmith must also supply the **12 or 24 - Volt DC Plug-In power supply**. The door must have a free exiting device (such as a crash bar or paddle) installed and have a key to access the club (bypassing the access system) in case of emergency. Anytime Fitness requires the installation of a door latch guard to protect a strike from being damaged from the outside, which your local locksmith can also supply.

*If possible, ProVision prefers the use of the electronic, normally secure, latch strike to the magnetic lock.

Work complete/process explained: Date: _____
Contractor Name: _____ Contractor Phone: _____

3. Permanent power is required prior to installation. For clubs with a false ceiling, install the electrical outlets below the ceiling, if possible. For clubs with an open ceiling, install the outlets between 8' to 10' AFF on the walls near the main proximity doors. Outlets are also required for the other components to be installed, including TVs, security system components, DVR, CCTV monitor, and sound system components. Please confirm with your tanning bed manufacturer the outlet specifications required to operate your tanning beds.

Work complete/process explained: Date: _____
Contractor Name: _____ Contractor Phone: _____

4. Three phone lines are recommended. **Line 1 (analog)**: main phone—security, **Line 2 (analog)**: courtesy (911) phone and **Line 3**: fax and credit card (DSL if applicable). A phone line needs to exist near the alarm panel that will reside in the office. This must be a dedicated, analog line for the alarm panel and cannot be shared with a DSL, fax, or credit card terminal. This may be shared with the main line as long as the aforementioned criteria are met. Additionally, a dedicated line needs to be installed for an emergency/courtesy phone, centrally for client use to connect to emergency services. We recommend this line be configured for local calls only. This line requires a jack to be mounted 42 inches from the floor and is to be used with a wall mount phone.

Done: Date: _____

5. The tailgate system requires that the doorframe have at least 2.5 inches of horizontal clearance on both sides of the door—maintaining that clearance to 5 feet above the finished floor. The bottom of the tailgate system is mounted 10 inches above the finished floor.

Note: If the available clearance on the doorframe seems questionable, please provide us with a picture of the member door. For fastest response, please send a digital picture via email to your project coordinator.

Done: Date: _____

6. Done: Date: _____ Member door(s) MUST swing outward.

7. Painting must be completed prior to the installation of security equipment.

Work complete/process explained: Date: _____
Contractor Name: _____ Contractor Phone: _____

8. Carpet and flooring must be completed prior to the installation of security equipment.

Work complete/process explained: Date: _____
Contractor Name: _____ Contractor Phone: _____

9. Done: Date: _____ All interior door(s) MUST be attached to their frames before installation of the access control system can occur.

10. Done: Date: _____ Main office ready for installation—carpet must be installed and a desk should be in place (if possible).

11. Done: Date: _____ Knock Box—Contact local fire & police departments to see if applicable.

12. Done: Date: _____ Building must be properly grounded for lightning strikes and other electrical interferences that may occur. Verify with electrician or building owner.

13. Done: Date: _____ Telephone for 911 / courtesy calls.

14. Done: Date: _____ Sign with health and safety warning regarding non-staffed clubs.

15. Done: Date: _____ Have inquired with local authorities regarding alarm operation permits. If required, permit has been obtained and registered.

16. Done: Date: _____ After ProVision Security Solutions receives the required 50% down payment, please allow 3-4 weeks for hardware orders to process.

Have questions? Contact your project coordinator at 866.315.0777.

When complete, please fax this form to: 651.438.8936. Upon receipt of the checklist, a technician will be released to the site. **If the technician needs to return to the site due incomplete items, a return trip charge will be applied to the final invoice.**

Note: The completed checklist, with your signature, must be received at least 8 business days prior to the requested installation date. Once the materials are signed for following shipment, you will be responsible for all items. At that point, ProVision will not be responsible for missing, damaged, or stolen items.

The line items outlined in this document are complete and/or understood to the best of my ability. The requirements will be completed before the scheduled installation date. Please provide accurate completion dates.

Signature: _____

Print Name: _____

Today's Date: _____

Opening Date: _____

Requested Installation Date: _____

Quote #: _____ City: _____ State: _____