



Contact Information:

Name: _____ Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____
Signature: _____

Installer Information:

Installer's Name: _____ Phone: _____
Installer's Signature: _____

By signing this checklist both parties acknowledge that all equipment supplied by ProVision Security Solutions has been properly installed and is in good working condition. Please initial next to each item in all sections of the checklist. By initialing these individual items, you acknowledge that you have been trained and understand the functionality.

Security System:

Installer	Customer	
		Demonstrated Arm and Disarm Procedure.
		Explained the difference between burglary and panic zones.
		Explained mandatory Monthly Testing Procedure and received testing instruction sheet.
		Demonstrated the testing procedure.
		All zones verified through the Monitoring Station.
		Acknowledgement that all wireless devices are battery operated and that the owner of the facility will maintain a fresh stock for every device.
		Understand that the Security System must be tested every month.
		There was an active 911 courtesy phone on site.

Procedure for Monthly Security Testing:

The monthly testing of the Security System is a requirement for all subscribers of ProVision Security Solutions and API Monitoring. The owner of the facility should have a fresh supply of batteries to accommodate all wireless devices such as panic buttons, glass breaks, and wireless door contacts.

1. Call API Monitoring at 866.281.1427; provide your name, account number, and passcode.
2. Tell the operator you want to put your system into test mode.
3. Explain to the operator that you will be performing testing on all zones.
4. They will inform you that you are now in test mode for the amount of time you requested.
5. Set your panel and begin testing your zones.
6. After arming all zones, call API again.
7. Ask them to confirm they received all zones.
8. Tell them you are done with the procedure and ask them to deactivate the test mode.
9. The monthly Security System test is complete.

Sound System:

Installer	Customer	
		Explained how to adjust volume, bass and treble.
		Explained how to attach to the auxiliary input.
		Explained how to choose between zones.
		Introduced manual/user guide and support phone # for manufacturer.

Surveillance Devices:

Installer	Customer	
		Explained why a DVR is integrated into the system.
		Explained the DVR is connected to the router or gateway with cable.
		Explained the DVR is configured for the network.
		Installed DVR software on the computer and connected to it.
		Demonstrated how to search for time and events with the DVR and software.
		Demonstrated how to adjust the cameras.
		Demonstrated the functions of the DVR.
		Introduced manual/user guide and support phone number for manufacturer.

Access Control:

Installer	Customer	
		Explained the tailgate system.
		Demonstrated the procedure for entering the club.
		Demonstrated the procedure for tanning - with bed or tester.
		Showed where the connections are on back of the computer for both tanning and the front door.

Check-In Software:

Installer	Customer	
		Demonstrated how to log on to the software, search for members, and explained difference between Green, Yellow and Red member status.
		Demonstrated how to add new member with tanning, explained facility code on the box, and informed how to take photo and how to perform action request.
		Demonstrated the other functions of the software.
		Informed that ProVision Security Solutions will have a software technician perform the full training of the Check-in software. To schedule training, contact Bruce Kleeberger at 1.866.315.0777 x5126.

Television:

Installer	Customer	
		Demonstrated how to adjust the angle of the TV.
		Showed how to adjust the frequency of the FM Transmitters and provided user manual.
		Provided detailed list of frequencies and correspondence.

General:

Installer	Customer	
		Informed that the anti-virus software must be maintained through downloads and subscriptions.
		Informed that MS Windows must be updated and maintained.
		Demonstrated how to boot up the PC.
		Advised that a computer-boot of the system should take place twice a week for maintenance.
		Designated the PC for ProVision and access control system.

General (continued):

Installer	Customer	
		Provided backup CDs for the following: MS Windows Operating System, MS Office, APC Battery, Norton Internet Security, and Logitech Web Cam.
		Informed that we provide 24-hour support for access control and tanning module.
		Enter other items discussed on the lines below.

Additional Items:

Installer	Customer	
		Products to return – Products must be received within 7 days of the completed installation to receive credit, and all items must be in original packaging.
		Requirements not completed upon arrival to the site:
		Additional items installed:
		Special Circumstances: