

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-Volt DC Plug-In power supply**. Finally, the strike or magnetic locking device **MUST** be **MOV resisted**. The door must have a free exiting device (such as a crash bar or paddle) installed and have a key to access the facility (bypassing the access system) in case of emergency.

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

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

3. Permanent power is required prior to installation. For facilities with a false ceiling, install the electrical outlets above the ceiling, if possible. For facilities with an open ceiling, install the outlets between 10' to 12' high 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.

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

4. One dedicated analog phone line is required for the alarm panel, and must be located near the alarm panel itself. This dedicated line cannot be shared with a DSL, fax or credit card terminal.

Done: Date: _____

5. If applicable, the tailgate system requires that the doorframe have at least 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.

Done: Date: _____

- 6. Done: Date: _____ Main 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.
- 12. Done: Date: _____ Building must be properly grounded for lightning strikes and other electrical interferences that may occur.
- 13. 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 Caitlin Carver at 866.315.0777, x430 or caitlinc@provisionsecurity.com.

When complete, please fax this form to: 651.438.8936, Attn: Caitlin Carver. 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 7 business days prior to the requested installation date.

The line items outlined in this document are complete and/or understood to the best of my ability.

Signature: _____
 Print Name: _____
 Today's Date: _____
 Opening Date: _____
 Requested Installation Date: _____