

ACCESS CONTROL SYSTEM CHECKLIST



technology
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Understanding the right questions you should be asking and observations to make during the access control system installation process can determine your building security success. But after conducting research and making a purchase, your system implementation is not complete. But what's next? Consider the following key elements concerning security purposes, system operation, and technical features for your new access control system.

Security Purposes

Who has Access?

I know exactly who has access to the system:

List names of people with access here:

Who has admin rights?

I know who has admin rights and I have their contact information.

NAME	COMPANY	EMAIL	PHONE NUMBER	VEHICLE INFORMATION	SECURITY LEVEL

Holidays (pre plan)

I have a plan in place for Holidays.

List plan here:

Close/Open times

I know automatic lock times, I can remove access remotely if needed (e.g. snowstorm), I can automatically lock building doors at night.

- Front door can automatically unlock at 9 am everyday
- Snowstorm: remove access
- If someone forgets to lock, automatically locks at night

Who is going to implement the system?

I have the contact information for the employee in charge of implementing my system.

Do you have a backup employee trained as well in case of an emergency?

NAME	EMAIL	PHONE NUMBER

Who is trained on the access control protocol?

I understand the individuals trained on how the policy works.

List names here:

Key cards

I know who has access to key cards.

List names here:

Who is going to have access to what areas?

I have a map, chart, or list for who has access to which areas of the building.

Understanding the System

Instructions on how the system will work

I have simple instructions on hand for how the system will work.

Instruction Location:

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*If not, contact provider to obtain more information.

Technical Features

What happens in the event of a power loss?

I have a plan for events like a power loss

- Doors to remain locked or doors to be unlocked?
- Lock down?
- Lock from the outside only.
- Are you compliant with local fire codes?
- Does your Fire Department have a blueprint of the building?

About Technology Install Partners

We know from experience that every project is unique.

From consulting, design, installation, maintenance and repair, Technology Install Partners provides turnkey technology security solutions including video surveillance, access control, nurse call, intrusion alarm and beyond to businesses and government entities of all sizes.

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