

Roger Access Control System

Guidelines for preventive maintenance of RACS systems

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INTRODUCTION

The document contains guidelines for preventive maintenance of RACS 4 and RACS 5 access control systems. The main purpose of such maintenance is to detect irregularities and prevent failure of the whole system or its components.

GUIDELINES

Depending on security level applied in premises and requirements of facility administrator, the preventive maintenance can be done once per 3, 6 or 12 months. It is recommended to keep maintenance logbook where all maintenance and repair operations with their dates are recorded. It is necessary to get acquainted with documentation of premises, maintenance logbook and facility administrator's notes on current issues in premises before starting maintenance works.

Note: Listed below inspection works concern these elements of the system which are actually installed, configured and operated in the premises.

SOFTWARE AND FIRMWARE INSPECTION

1. Start management software using administrator account.
2. Upload full configuration to the system, download events and verify if any errors are reported by the software.
3. Start online monitoring in management software and verify if events are properly registered and displayed.
4. In cooperation with facility administrator make a backup of system configuration and store it in a safe place.
5. Verify the version of software and firmware. If required and agreed with facility administrator then update all software and firmware to the latest versions.

CABLING INSPECTION

Inspect visually where possible all communication buses of the system (RS485, RACS CLK/DTA, Wiegand, LAN/WAN) in regard of damages, protruding and exposed cables, accessibility of unauthorized persons, flooding, etc. If necessary verify cables with electric measurements.

POWER SUPPLY INSPECTION

1. Inspect power supply units and backup batteries in accordance with manufacturer guidelines.
2. Measure output voltage of backup batteries when charged. If below 12V then replace batteries or repair charging circuit.
3. Measure input voltages at access control devices for normal and emergency power supply including the moment of door lock release. If the voltage is beyond min./max. range (i.e. 10-15VDC for 12VDC nominal supply and 17-22VAC for 18VAC nominal supply) then make necessary corrections and/or repairs.
4. In case of wireless locks verify if low battery charging level is reported for any device. Low level is reported locally and with events in database. Replace low level batteries.

DOOR INSPECTION

Make following inspection both for normal and emergency power supply at portal/door.

1. Verify activation of locking devices (door strike, maglock, turnstile, barrier, gate, etc.)
2. Verify functioning of exit button and emergency door opening button.
3. Verify functioning of door contact including triggering of forced entry alarm and door open too long alarm as well as recording of respective events in system database.
4. Verify functioning of signalling devices at portal/door (e.g. alarm siren).
5. Verify functioning of readers in regard of card reading, PIN entering and fingerprint reading mainly for the purpose of proper access granting and denying. Verify if adequate events are recorded in system database.
6. Verify functioning of anti-sabotage circuit (tamper detection).

NON-STANDARD FUNCTIONALITIES INSPECTION

Verify functioning of RACS integration with other systems e.g. alarm system, CCTV, fire alarm system, etc.

MAINTENANCE FOLLOW-UP

Inform the facility administrator about detected irregularities and agree necessary repairs and corrections. Record notes and performed action in the maintenance logbook.

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