

Attachment #4

Current AXIS Maintenance, Replacement, or New Install Checklist

- ### Checklist for performing the following tasks:

1. Maintenance, replacement, or new installation involving an AXIS camera or AXIS NVR.
2. Cleaning of Axis cameras at each location.

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- When performing maintenance, replacement, or new install Involving Axis NVR or Axis cameras. The following steps are taken:**

1. Contractor will call the CSC manager or the manager of the site to schedule a date and time to perform maintenance, replacement, or new installation at that site.
2. If a replacement or new installation of an AXIS camera or AXIS NVR. The CSC Manager or the manager of that site will contact the Contract Administrator to inform them of the request. They will need a quote from the Contractor for the services requested. The Contract Administrator will get an approval or denial of the request from the System Owner.
3. If approved or denied, the Contract Administrator will inform the Contractor, the CSC manager, or the manager of the site if approved or denied.
4. If approved, the Contract Administrator will inform the contractor to order the new AXIS camera or AXIS NVR, based on the quote.
5. Once the new equipment arrives, the Contractor will contact the CCS manager or the manager of that site to schedule a date and time for the installation.
6. If this is an additional AXIS camera or AXIS NVR at that site. The CSC manager or the manager will need to contact the Contract Administrator to request an additional IP address from the Systems Infrastructure Center (SIC) to install the device on the network.
7. Once the date and time have been set and approved by the CSC Manager or the manager of that site. The CSC Manager or the manager of that site will inform the Contract Administrator of the date and time of the installation at that site.
8. Once maintenance, replacement, or new installation has been completed, Contractor will provide a report or bill detailing what services were performed. The CSC Manager, investigator, or manager of that site needs to approve of the position, view, and view from the YourSix Platform before leaving the site and sign off on the work that has been completed.
9. The CSC Manager, investigator, or manager will forward the signed report or bill to the Contract Administrator and the Procurement member handling the account for record keeping.

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The following steps are taken:

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1. Before going to the site:

- ## 2. Once on site:

- ### 3. Before starting the installation:

1. Contractor **needs** to check the COM Closet to check if the dedicated port and switch are open (nothing plugged in). If something is plugged into that assigned or dedicated port and switch, **DO NOT UNPLUG IT.**

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2. The Contractor will need to contact Bobby Vaughan at 804-692-7711 to have a new port selected on the switch to resolve the connection issue.

- a. After all wiring has been completed and new cameras installed. The CSC Manager, investigator, or manager of that site will view the camera settings through the software platform (YourSix) to sign off and approve the view. Once the view has been approved by the CSC Manager, the investigator, or the manager of that site, the CSC Manager or the manager of that site will email the Contract Administrator that the installation has been completed and all work has been approved.
- b. Once signed off/approved, Contractor will have to provide a report or bill of the work that has been done to the CSC manager or manager of that site. That report or bill will be sent to the Contract Administrator and the Procurement member handling the account for record-keeping.

4. Before leaving the site:

- a. Contractor will clean up the site and ensure the area is clean and in the same condition as before installation.

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