



CCTV Project Planner

SECURING YOUR FUTURE

A practical brief for your next camera installation. No equipment features are assumed.

01 Property and contact

Property type / contact name

02 Coverage priorities

Entrances, rooms or outdoor areas to discuss

03 Lighting and surroundings

Lighting changes, obstacles and approximate viewing distances

04 Recording and access

Who needs access? What recording period would you like to discuss?

05 Existing equipment

Camera / recorder model, network connection and any known issues

06 Timing and questions

Preferred timeframe and questions for your quote



Installation handover checklist

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Use this checklist with your installer when the agreed installation is complete.

☐ **Agreed coverage**

Walk through the agreed camera views and identify blind spots or obstructions.

☐ **Image and lighting**

Review the image in the lighting conditions available during handover. Ask about any further checks needed.

☐ **Recording and playback**

Ask for a demonstration of recording, searching and exporting footage supported by your equipment.

☐ **Authorized access**

Confirm who should have access, how to manage accounts and how to change default credentials privately.

☐ **Remote viewing**

If included in your quote, review compatible viewing options and connectivity requirements.

☐ **Maintenance and records**

Keep the model details, approved scope and user instructions. Ask about cleaning, updates and assistance.

Notes / follow-up