

## IDS Preventive Maintenance Checklist

In order to meet the maintenance requirements Per AR 190-11 paragraph 3-6, the following preventative maintenance guide outlines the tasks and steps necessary to conduct a semi-annual IDS preventative maintenance check.

Maintenance will be provided by personnel who are qualified to install and repair IDSs.

Alarm maintenance personnel will be certified in the respective software appropriate to the system which they maintain.

The following systems will be checked during maintenance.

- Power supply.
  - A protected, independent, backup power supply will be used that provides a minimum of 8 hours of uninterrupted power.
  - The backup power supply will be maintained at full charge by automatic charging circuits.
- Data transmission line supervision.
  - Data transmission lines for the alarm circuits will have line supervision to detect and report evidence of tampering or malfunction.
- Dual data transmission.
  - If line supervision is not available, two independent means of alarm signal transmission will be used from the protected area to the Security Control Center (SCC)
  - The dual transmission equipment must continuously monitor the integrity of both the primary (POTS) and secondary (IP) means of transmission.
  - Upon loss of either communication path, the system must immediately notify the SCC via the other communication link.
- Tamper protection.
  - Communications equipment and connections, including cellular equipment, will be mounted in tamper-protected enclosures or protected by sensors.
  - All intrusion detection equipment enclosures, sensors, to include audible alarms if installed with removable covers will be equipped with tamper switches.
- Operational Check
  - Visible lines will be inspected for evidence of tampering
  - Operational check will be conducted to ensure sensor activation



## 88th RD Physical Security Division

### IDS PM Coversheet

Date	
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Inspector/Technician	
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Inspector/Technician Organization	
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Facility	
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Address:	
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Room #	
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IDS account #	
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Facility Representative	
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88<sup>th</sup> Readiness Division

IDS Panel (PCU) PM Checklist

Procedure		Inspected	Notes
<b>1. Testing and Maintenance Notification</b>			
<b>1.1</b>	Notify the USARC Security Control Center that Semi-annual preventative maintenance will be conducted on the IDS system.		
<b>1.2</b>	Visually inspect panel, noting any damage or evidence of tampering.		
<b>1.3</b>	Open panel and inspect for any loose or frayed wires.		
<b>2. Power Supply Validation</b>			
<b>2.1</b>	Unplug AC power and note time.		
<b>2.2</b>	Check and notate battery voltage (set timer for 15 minutes).		
<b>2.3</b>	Visually inspect all sensors for proper installation/mounting to include audible alarm if installed.		
<b>2.4</b>	After 15 minute timer expires, check and notate battery voltage. Plug in AC power.		
<b>3. Dual Data Transmission Validation</b>			
<b>3.1</b>	Unplug POTS Line, set timer for two minutes		
<b>3.2</b>	When timer expires plug in Pots line and unplug network Cable		
<b>4. Line Supervision Validation</b>			
<b>4.1</b>	Press and release the cabinet tamper button		
<b>4.2</b>	Starting with the "Z1" Sensor, disconnect the lead wire from "Z" block and wait 30 seconds and reconnect lead. Move to subsequent sensors ensuring all are tested.		
<b>4.3</b>	Starting with the "Z1" Sensor. Place a jumper wire on the Z1 and COM block wait 30 seconds. Move to subsequent sensors ensuring all are tested.		
<b>5. Panel Validation/ Reset</b>			
<b>5.1</b>	Check and annotate battery voltage (validate minimum 8hrs back up)		
<b>5.2</b>	Plug in network cable		
<b>5.3</b>	Unplug the two black leads on the batteries		
<b>5.4</b>	Unplug AC power and wait set timer for two minutes		
<b>5.5</b>	Plug in AC power, reconnect black leads on batteries		

Procedure		Inspected	Notes
<b>6. Alarm and Panel Reset Validation</b>			
<b>6.1</b>	Verify SCC received AC Power Down		
<b>6.2</b>	Verify SCC received Primary Communications Down		
<b>6.3</b>	Verify SCC received Secondary Communications Down		
<b>6.4</b>	Verify SCC received Cabinet Tamper		
<b>6.5</b>	Verify SCC received Open Circuit for all sensors		
<b>6.6</b>	Verify SCC received Short Circuit for all sensors		
<b>7. Verify normal operational status with monitoring station</b>			
<b>8. Proceed to Operational and Sensor Testing</b>			

88<sup>th</sup> Readiness Division

IDS Operational and Sensor Testing PM Checklist

Procedure		Inspected	Notes
<b>1. Testing and Maintenance Notification</b>			
<b>1.1</b>	Notify the SCC that an operational test and tamper protection of sensors is going to take place.		
<b>1.2</b>	Exit vault and have unit personnel arm system, step out, close vault door, but do not “secure” door by spinning combination dial. Set timer for 1 minute.		
<b>1.3</b>	Open door approximately 3 inches and allow system to go into alarm.		
<b>1.4</b>	If facility is located off an installation verify audible alarm is installed and operational.		
<b>1.5</b>	Remove audible alarm cover to activate tamper alarm.		
<b>1.6</b>	Clean audible alarm housing and alarm cone as needed.		
<b>1.7</b>	Replace audible alarm cover.		
<b>2. Balanced Magnetic Switch</b>			
<b>2.1</b>	Loosen mounting screws on BMS to activate pry tamper.		
<b>2.2</b>	Retighten screws		
<b>3. Passive Infrared Sensors</b>			
<b>3.1</b>	Remove sensor covers to activate tamper alarms.		
<b>3.2</b>	Enable walk test lights		
<b>3.3</b>	Clean parabolic mirrors as necessary		
<b>3.4</b>	Replace covers		
<b>3.5</b>	Move into detection zones to register change in environment (utilize walk test lights to validate detection zone)		
<b>3.6</b>	Adjust detection zones as needed to ensure 100% coverage of assets		
<b>3.7</b>	Open covers and disable walk test lights		
<b>3.8</b>	Replace covers		
<b>4. Vibration Sensors</b>			
<b>4.1</b>	Using a rubber mallet strike wall at various locations to which the sensor is installed.		
<b>4.2</b>	Remove sensor cover to activate tamper alarm		
<b>4.3</b>	Replace covers		

Procedure		Inspected	Notes
<b>5. Duress Validation</b>			
<b>5.1</b>	Have Unit personnel enter Duress PIN via DSC key Pad		
<b>5.2</b>	Depress pushbutton duress and hold for 3 to 5 seconds (if keyed duress replace with keyless)		
<b>5.3</b>	Depress shield button on DSC key pad for 3 to 5 seconds		
<b>6. Final Testing/Validation</b>			
<b>6.1</b>	Depress and hold triangle button on DSC key pad until audible acknowledgement.		
<b>6.2</b>	Verify the system trouble LED on the DSC keypad is not active. If the system trouble LED is active, press *2 on the keypad to view the trouble condition. Annotate the condition code and notify the monitoring station for assistance.		
<b>6.3</b>	Contact the SCC and verify the system is operating as intended		
<b>6.4</b>	Verify SCC received Tamper for Audible alarm		
<b>6.5</b>	Verify SCC received Tamper for BMS		
<b>6.6</b>	Verify SCC received Tampers for all sensors		
<b>6.7</b>	Verified SCC received Duress activations		