

Scope of Works: Strata CCTV Installation Project (to be issued as part of the Quote Request)

This document enables your contractors to quote accurately and to meet the Committee's requirements.

Building Address:		SP Number:	
Strata Manager:		Date:	

Project Overview (overview of why the work is required)

Why the Project is happening (break-ins, delivery theft, vandalism etc)

Key areas to be covered by the CCTV system.

Timeframes for the work

Key Dates Description	Completion Date
Quote Request Issued Date	
Quote Required-by date	
Estimated decision date	
System installation date	

Building Access

Description	Contact Name	Contact Details	Do they have keys for access to all rooms
Contact for Access			
Contact for Project questions			
Where to email the quote			

Estimate of Cameras Required (optional to include this, you want your contractor to consider the areas but to use their knowledge to provide the best solution for you).

Location of camera	Areas to be viewed
Camera 1 -	
Camera 2 -	
Camera 3 -	
Camera 4 -	
Camera 5 -	
Camera 6 -	
Camera 7 -	
Camera 8 -	
Where will the CCTV Recorder be installed? (eg electrical or cleaners room, somewhere secure)	
Is this room locked? - NMB/Abloy/Not locked	
Who holds the key to this room?	

Lift Cameras

Are cables installed in the lift shaft for a camera?	(Yes or no)
How many lifts	