



LOCKSMITHS

110 Bell Street Preston, VIC 3072
Ph: (03) 9495 1122 Fax: (03) 9495 1133
www.wynnslocksmiths.com.au
ABN: 87 1423 175 98

Alarm System Commissioning Sheet

Note that monitoring of your alarm will not commence until this paperwork is completed and returned

Client Number: _____ Date: _____

Site Name: _____

Site Address: _____

Billing Address: _____

Accounts Email: _____

Site Phone: _____ Site Fax: _____

Daytime Contact Person: _____ Mobile: _____

Email: _____

IT Contact Name: _____ Mobile : _____

IT Contact Email: _____

Completed By: _____ Signature: _____

- NOTES:**
- 1. In ALL cases, should a Patrol be dispatched, charges WILL apply.**
 - 2. Where check box responses are required, should NO box be selected then the selection in *italics* will be used as the default response.**



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Voice Code Verification

In the event of an alarm activation, etc – when speaking to anyone on site or the after hours contacts whilst dealing with an alarm event the Control Room ...

- DO NOT** require any form of Voice Verification
- require a common "Voice Code" to be used and verified
- require individual "Voice Codes" to be used and verified

After Hours Contacts

	Name (first, last)	Voice Code	Position/Relationship	AH Contact No.
1				
2				
3				
4				
5				
6				
7				

Scheduled Opening Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
The Earliest Time Staff Are Allowed On Site							
The Latest Time Staff Are Allowed On Site							
Amount of Time (hrs) the Cleaner is expected to be on site for							
Auto Arm Time							

NOTE: If your site is still occupied and we remotely arm the site, then the user on site will be responsible for arming the site on leaving.



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Unscheduled Openings

Should the alarm system be disarmed outside of the hours specified above the Control Room are ...

- to allow access for 2 hours if a valid User Code was entered to Disarm the system before taking action.
- to allow access for ___ hours if a valid User Code was entered to Disarm the system before taking action.
- to take action on ALL unscheduled openings.

Where the Unscheduled Opening or Late To Close Event requires the Control Room to take action we are ...

- to call the site. If there is no reply or we are unable to identify the person on site then we are to call the Contacts as per the list provided. No patrol to be sent.
- to call the site. If there is no reply or we are unable to identify the person on site then we are to call Contacts as per the list to confirm the identity of the person on site. If we get no reply from any Contacts then we are authorised to send a Patrol.
- to immediately call the Contacts as per the list provided
- to immediately send a Patrol

Alarm Event Responses

Should an Alarm Event be received then the Control Room are, where available, to check the cameras first in all events and and if they are unable to identify the issue or are unable to connect to the cameras then the Control Room are ...

- to call the first available Contact as per list provided. The Control Room have NO AUTHORITY to send patrols without approval.
- to call the first available Contact as per list provided between _____ and _____. A Patrol is to be dispatched at other times and the Contacts will be advised of any issues
- to call the first available contact as per list provided. Dispatch a Patrol if Contacts are unavailable.
- to dispatch a Patrol Response first to ALL Alarm events

Should a Break In be confirmed the Control Room are ...

- to arrange Shutters and/or Locksmith services to secure the premises. The client will be Invoiced by the Shutter Company or Locksmith directly. The Client will be advised by the Control Room of the Services that were required.
- to contact the client as per Afterhours Contact List provided and the Client will organise Shutters and/or Locksmith to secure the premises.

Preferred shutter company: _____ Phone: _____



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Alarm Event Responses

Should a Smoke Alarm Event be received then the Control Room are ...

- to call the first available Contact as per list provided. Patrol will be dispatched if Contacts are not available.
- to call the site. If there is no reply then send Patrol.
- authorised to send Fire Brigade and then call Contacts (MFB will invoice the Customer for callout charges)

Should a Duress Alarm Event be received then the Control Room are ...

- to call the site for instructions, verify using Voice Code _____. If the Control Room are unable to verify the event then send a patrol immediately.
- to send patrol immediately.

Should a Hold Up Event be received then the Control Room are ...

- to call the site for instructions. Verify using Voice Code _____. If the Control Room are unable to verify the event then send a patrol and advise police immediately.
- to send Patrol immediately. DO NOT call site for verification
- to advise Police immediately. DO NOT call site for verification

