

A better routine. Fewer surprises.

Parking & access system care checklist | For site staff and property teams

Site / property

Completed by / date

Check a box when reviewed. Record anything unusual in your service log. Use your equipment manual and site procedure for the required maintenance and testing schedule.

At the start of a shift

- ☐ Observe normal operation from a safe position; note unusual movement or noise.
- ☐ Look for impact damage, loose-looking parts or obstructions around the lane.
- ☐ Check that displays, readers and help points appear ready for normal use.
- ☐ Note alarms, error messages, blocked camera views or repeated access failures.

During the weekly site walk

- ☐ Check visible signs, markings and pedestrian routes for obstruction or damage.
- ☐ Look for debris, standing water, snow storage or damaged pavement near equipment.
- ☐ Review recurring faults and open service requests with the next shift.

Cleaning and technical work

Clean only safely accessible external surfaces, following the manufacturer's instructions. Leave cabinet access, wiring, adjustments, firmware changes and safety-device tests to trained, authorized personnel.

Report a fault before it becomes the next shift's problem

For unsafe or damaged equipment, follow your site procedure to keep people clear and restrict use; contact your service provider. Do not bypass protective devices or repeatedly reset a fault.