BRANCH: CENTRE FOR e-INNOVATION
Directorate: Schools LAN Implementation
Oliver.Cloete@westerncape.gov.za
tel: +27 21 900 7122
Schools IT Evaluation Unit, Room F1, Block C
WCED Building, New Nooiensfontein Rd, Kuils River, 7580

Western Cape Government
Department of the Premier

CONTACT DETAILS		
School	**Name:**	
	Contact Person	
	Contact Number	
	Email Address	
Service Provider	**Name:**	
	Contact Person	
	Contact Number	
	Email Address	

CCTV SYSTEM INSTALLATION CHECKLIST			Total	
Installation Details	**NVR's**			
	Camera's			
No	**Questions**		**Yes**	**No**
1	Can the device server port be changed from the default port (normally port 8000) to a different port? (If not, we cannot continue)			
2	Can the device run on HTTPS? (If not, we cannot continue)			
3	Can the device use Certificates / Create a Self-Signed Certificate? (If not, we cannot continue)			
4	Is the device connected to port 5 on the SITA switch and powered up? (If not, we cannot continue) **Note**: If more than one device needs to be connected, an additional switch will be required to connect to the SITA switch on port 5. All the other devices must connect to it.			
5	Confirm that device is powered up and running when connected to SITA port 5?			

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IMPORTANT STEPS TO FOLLOW

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1. All the above steps must first be completed by the Service Provider or IT Technician before a call can be logged via email to **SchoolsIT.ServiceDesk@westerncape.gov.za**.
2. The completed checklist must be attached to the email when logging the call.
3. The Service Provider or school will be contacted to configure the NVR with a static IP and port number provided by the Schools IT Unit.
4. The Service Provider or school must contact the Schools IT Unit or ServiceDesk when step 3 is completed.

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