

**University of Cincinnati**  
**Department of Public Safety / Technical Services**  
**Access Control Panel Acceptance Form**

VAR \_\_\_\_\_ Technician \_\_\_\_\_

VAR

Building \_\_\_\_\_

Project # / name \_\_\_\_\_

Panel Location \_\_\_\_\_ Panel # \_\_\_\_\_ of \_\_\_\_\_ Panels

Enclosure Model / Power Supply \_\_\_\_\_

Lenel Sys Controller(s) \_\_\_\_\_ I/O \_\_\_\_\_ D/O \_\_\_\_\_

Host Y / N UP \_\_\_\_\_ Down \_\_\_\_\_

Controller IP \_\_\_\_\_ Obtained from: \_\_\_\_\_

*(Inspection cannot be completed unless As-Built drawings have been submitted. Inspection will be completed within 10 business days after receipt of drawings.)*

UC Technician

As-Built drawings submitted?	Y	N	_____
As-Built drawings complete? (locations, paths, wire #'s)	Y	N	_____
Approved Enclosure?	Y	N	_____
Enclosure properly installed?	Y	N	_____
Enclosure below 8' to top?	Y	N	_____
Enclosure labeled with number & UCPS sticker?	Y	N	_____
Wiring is Color coded banana peel?	Y	N	_____
Wires properly concealed?	Y	N	_____
Wires neatly routed through panel?	Y	N	_____
Wiring protected (cable connectors / bushings)	Y	N	_____
Cables labeled on both ends?	Y	N	_____
Penetrations sealed?	Y	N	_____
Power Supply Labeled	Y	N	_____
Power Supply on generator circuit?	Y	N	_____
Power Supply Circuit Labeled?	Y	N	_____
Batteries installed and labeled? (record date)	Y	N	_____

*(After Controller installation is inspected and approved, VAR can schedule a time with UC technicians to program the Panel into the access system.)*

UC & VAR

Controller Number/Name \_\_\_\_\_

UC standard applied \_\_\_\_\_ Areas defined \_\_\_\_\_ Schedules defined \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: Y N

UC Technician date \_\_\_\_\_

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

VAR date: \_\_\_\_\_

Name: \_\_\_\_\_

Sign: \_\_\_\_\_