



Camera & Access Control Audit Sheet

A working record of every camera, recorder, door controller, and credential holder on your property

Business name

Location / address

Date completed

Completed by

Cameras

One row per camera. "Recording status" = actively recording, offline, or not yet installed.

Location/Area	Model	Resolution	Install Date	Firmware Last Updated	Recording Status

DVR / NVR & Storage

Device/Location	Model	Storage Capacity	Retention (days)	Backup? (Y/N)	Last Checked

Door Controllers / Access Points

One row per door or entry point with electronic access control.

Door/Location	Controller Model	Connected Panel	Install Date	Notes

Fob / Code Holders

Everyone with active access - review this list whenever someone joins or leaves.

