

Office of Integrated Security Systems
Longwood University
Camera System Standards

August 2018

1 GENERAL

- A. All equipment and materials used shall be standard components that are regularly manufactured and used in the manufacturer's system.
- B. All systems and components shall have been thoroughly tested and proven in actual use.
- C. All systems and components shall be provided with the availability of a toll-free (U.S. and Canada), 24-hour technical assistance program (TAP) from the manufacturer. The TAP shall allow for immediate technical assistance for either the dealer/installer or the end user.
- D. All systems and components shall be provided with a one-day turnaround repair express and 24-hour parts replacement. The repair and parts express shall be guaranteed by the manufacturer on warranty and or by a maintenance contract.

1.1 SCOPE

Longwood must be able to have the means of reviewing recorded digital video of all activity at selected locations within a specified time period and to have the capability of viewing live video from any one or group of cameras at any time.

The system shall:

- A. Consist of fixed position and pan tilt-zoom color cameras installed at various locations inside and outside the buildings and designated areas.
- B. Have the ability to capture and store images from cameras digitally with thirty day retention.
- C. Have the ability to record images from all cameras simultaneously.
- D. Permit simultaneous recording and live viewing of cameras.
- E. Permit simultaneous recording of cameras while viewing previously recorded images.
- F. Permit multiple cameras to be viewed simultaneously on a single monitor.
- G. Permit recording of camera images under various user programmable conditions including:
 - i. Continuously
 - ii. When motion occurs within the cameras field of view
 - iii. When motion occurs only within pre-selected portion of a cameras field of view
 - iv. During pre-determined times during the day
 - v. Record only when an external stimulus is received (software message, logic input, contact-closer, etc.)

- H. Permit cameras to record at different record rates based upon user programmable conditions. Each camera separately programmable.
- I. Images displayed on computer monitor must be of sufficient pixels to allow user to digitally zoom to a degree acceptable to the owner without loss of quality of the image and the ability to enlarge or zoom shall be demonstrated as a condition of contract award.

Security: Server and all cameras systems must be secured through client software or passwords in order to keep out unauthorized users. Access control must be configurable such that multiple users can be added to the system with individual passwords.

Installation guidelines:

- A. Cameras shall be placed in various locations as proposed by the University.
- B. Cameras shall be positioned at each location to provide optimum coverage and picture quality.
- C. Where necessary (in all locations where the camera will be within reach or is easily accessible) cameras shall be placed inside a vandal resistant enclosure and power and video cables protected.
- D. Outdoor cameras shall have day and nighttime viewing capabilities.
- E. Camera lenses shall have vary-focal capability.
- F. Camera mounting shall be reviewed with owner prior to installation.

Installation requirements:

- A. Terminate and mount cameras per the manufacturer's instructions.
- B. Supply and install appropriate lens on all cameras.
- C. Install cameras at optimal locations taking in consideration view, focusing, vandalism, and functionality.
- D. Setup and adjust cameras as recommended by the manufacturer.
- E. Aim, focus, and adjust camera field of view to the satisfaction of the university.
- F. All wires and cables shall be located within walls and above ceilings wherever possible. Installation using exposed wires, cables, conduit or wire-molding shall be approved by the university prior to installation.
- G. All wires and cables shall be code compliant for the application, location and manner in which the cable is used and installed.