

# INTERCOM INSTRUCTIONS & AUDIT REPORT FOR REPAIRS

## INTERCOM INSTRUCTIONS

Intercoms in the condominiums are designed to operate ONLY when someone wishes to enter the building AND the intercom keypad call boxes are properly used to contact the condominium resident from the exterior key pad call boxes at the equipped entry doors. Visitors contact the resident by **pressing the three digits of the condominium number followed by the green bell button**. The resident, in turn, will have a ringing intercom phone to answer and chat with the visitor, and then may choose to unlock the door and allow the visitor entry by pressing the button below the "KEY" on the intercom phone base.

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## AUDIT REPORT FOR REPAIRS

In the event of a malfunction, an audit must be conducted for proper repairs to be ordered. Two people (one in the condominium and one at (each of) the keypad call box locations) are needed to conduct a complete audit. A complete audit of all keypad call box locations is essential before submitting the request to the office.

**Please complete this form in its entirety before submitting it to the Management office for repairs to be scheduled.**

1) THIS REPORT IS FOR CONDOMINIUM # \_\_\_\_\_

***(CIRCLE OR HIGHLIGHT ONE ANSWER BELOW):***

2) THE RECEIVER IS      **AUDIO ONLY (GT-1-D)**                      or                      **VIDEO AND AUDIO (GT-1M-L)**

3) IS YOUR INTERCOM WORKING PROPERLY TO AND FROM THE **LOBBY?**

**YES**                      **NO**                      *IF NO, PLEASE PROVIDE A DETAILED DESCRIPTION OF WHAT HAPPENS WHEN SOMEONE TRIES TO CALL YOU FROM THE **LOBBY.***

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4) IS YOUR INTERCOM WORKING PROPERLY TO AND FROM THE **1<sup>ST</sup> FLOOR CENTER GARAGE AT ELEVATOR ENTRY?**

**YES**                      **NO**                      *IF NO, PLEASE PROVIDE A DETAILED DESCRIPTION OF WHAT HAPPENS WHEN SOMEONE TRIES TO CALL YOU FROM THE **1<sup>ST</sup> FLOOR CENTER GARAGE ENTRY?***

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5) IS YOUR INTERCOM WORKING PROPERLY TO AND FROM THE **2<sup>ND</sup> FLOOR CENTER GARAGE AT ELEVATOR ENTRY?**

**YES**                      **NO**                      *IF NO, PLEASE PROVIDE A DETAILED DESCRIPTION OF WHAT HAPPENS WHEN SOMEONE TRIES TO CALL YOU FROM THE **2<sup>ND</sup> FLOOR CENTER GARAGE ENTRY?***

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