

## Response to RFI

<b>RFI No:</b>	<b>WLS 003</b>
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<b>Project Name:</b>	<b>Mount Pleasant Building A – RMG Area</b>	<b>Project Ref:</b>	<b>LD121</b>
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**Information Required From:**


<b>Company:</b>	<b>Cilantro MEP</b>	<b>FAO:</b>	<b>Seamus Doohan</b>
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**Copy To:**

<b>Company:</b>	<b>Cilantro MEP</b>	<b>FAO:</b>	<b>Jithin Thomas</b>
<b>Company:</b>	<b>Cilantro MEP</b>	<b>FAO:</b>	<b>Keith Burke</b>

<b>QUERY</b>
How does the RMG CCTV work on site
<b>Response</b>
<p><b>Recording</b> The CCTV will be recorded on a Network Video Recorder within the RMG plant room on a shelf. There will be a 24" screen at the recorder location to view the CCTV. The recorder will store the footage for a period of 31days at a continuous 4 images per second and overwrite in a first recorded first overwritten format. The recorder will be password protected to ensure no unauthorised access is allowed.</p> <p><b>Cameras</b> The cameras within the RMG demise will be fixed varifocal domes affixed to the soffits of the building. The cameras will have day and night capabilities being colour during the day switching to black and white once the light level drops below 0.6 lux.</p> <p><b>Viewing</b> The CCTV can be checked local to the recorder only with use of the on-site screen. To view any recordings or change the main screen, the user will be required to input their password. All recordings can be transferred to a usb stick for use on PC's and to give as evidence to others. The residential team will have no access to the CCTV system operated by RMG within the RMG demise.</p> <p><b>Registration</b> It is required for the client to register the CCTV system with the ICO under Data Protection Law. It is also required for signage to be provided to advise people they are being recorded by CCTV, who is managing the system and why it is installed eg security and ASB. WLS will provide a number of signs as part of the contract with any special signs to be provided by the client.</p> <p><b>Residential CCTV</b> The residential demise will operate a fully separate system to the RMG demise. Both systems will cover the roller shutter entrance. The residential system will have a recorder installed within the residential comms room with PC access from the building managers office and concierge desk. Should RMG need to see any footage on the residential system they will need to seek access from the building managers.</p>

<b>For and on behalf of:</b>	WLS Ltd	<b>For and on behalf of:</b>	
<b>Request By:</b>	James Cox	<b>Return To:</b>	
<b>Request Date:</b>	30/04/2020	<b>Returned By (Name):</b>	
<b>Response Req'd By:</b>	06/05/2020	<b>Return Date:</b>	

<b>Signed:</b>		<b>Signed:</b>	
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**Note: if this form is sent electronically, signatures should be added at the first available opportunity**