

**Sample document** — This is a redacted example of an Okos Project Close-out Report. All client-identifying information, serial numbers, and MAC addresses have been removed.

# Okos Project Closeout Report

**Report Created on:** May 07, 2026

**Created by:** Okos Project Manager

**Project:** Commercial Office — Access Control & Surveillance

**Project Code:** [REDACTED]

**Site:** Installation

**Site Address:** [Client Site Address Redacted]

**Site Start:** May 04, 2026

**Site End:** May 07, 2026

## Purpose

The purpose of this document is to mark the completion of the installation of Project **Commercial Office — Access Control & Surveillance** by assessing the project's performance, identifying the lessons learned, and confirming that essential contractual and other activities have been completed.

## Scope

Summary of Scope:

Installation of the following client-supplied Rhombus equipment:

- 1 x Rhombus - DC20 (4 Door Controller)
- 2 x Rhombus - DR20 (Card Reader)
- 2 x Rhombus - DR40 (Intercom)
- 1 x Rhombus - R200 (CCTV camera) with mounts
- 1 x Rhombus - R360S (CCTV camera) with mounts
- 1 x Rhombus - R545 (CCTV camera) with mounts

Okos will remove the existing card readers and door controller.

The following items will be supplied and installed by Okos:

- 1 x Single Mag Lock
- 1 x REX Button
- 1 x Door Contact
- 1 x Power Supply Charger
- 1 x 3-Wire Line Cord
- 2 x 12v Batteries
- 5 x CAT6 cable runs
- 4 x Composite Cable runs for Access Control
- 1 x Pack of J-Hooks

## Project Performance Assessment

### Baseline

Project completed successfully, tested and configured properly.

### Project End-Result

Project completed successfully, tested and configured properly.

### **Overall Project Assessment**

Project completed successfully, tested and configured properly.

### **Project Completion Work**

### **Outstanding Issues**

Project completed successfully, tested and configured properly.

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### **OPERATION: Initial Inventory**

#### **TASK: Verify the inventory**



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### **OPERATION: Initial site assessment**

#### **TASK: Site conditions**



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### **OPERATION: ACC - Door controller (Rhombus DC20)**

#### **TASK: Pre-installation**



**TASK: Mounting setup**



**TASK: Wiring configuration**



**OPERATION: ACC - Card Reader 1 (Rhombus DR20)**

**TASK: Pre-Install**



**TASK: Serial Number / MAC**

**NOTE / RESPONSE:** [Serial number redacted]

**TASK: Cabling and Cable Test**

**NOTE / RESPONSE:** Tested good card reader



**TASK: Post-Install**



**TASK: Final Testing**

**NOTE / RESPONSE:** Tested the system with remote support everything looks good

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**OPERATION: ACC - Card Reader 2 (Rhombus DR20)**

**TASK: Pre-Install**



**TASK: Serial Number / MAC**

**NOTE / RESPONSE:** [Serial number redacted]

**TASK: Cabling and Cable Test**

**NOTE / RESPONSE:** Programmed and tested system

**TASK: Cable Labelling**

**NOTE / RESPONSE:** Cable completed



**TASK: Post-Install**

**TASK: Final Testing**

**NOTE / RESPONSE:** System tested good — confirmed with remote support

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**OPERATION: Rhombus - DR40 (Intercom)**

**TASK: Install**





**OPERATION: CAM - Camera 1 (Rhombus R200)**

**TASK: Pre-install photos**



**TASK: Serial Numbers photos**

**NOTE / RESPONSE:** [Serial number redacted]

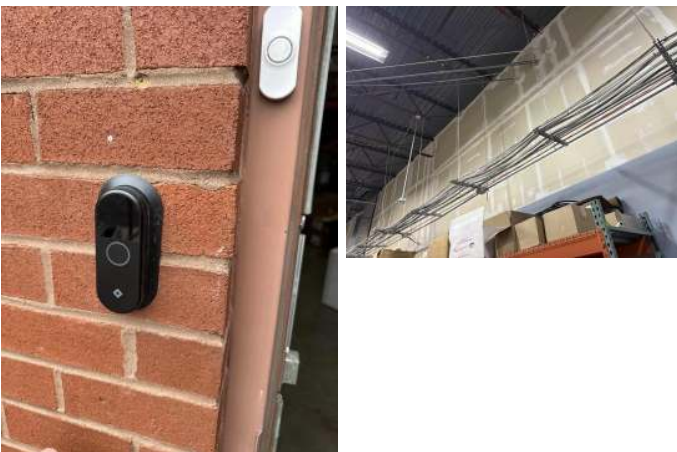
**TASK: Cabling**



**TASK: Cable Testing**

**TASK: Post-install photos**

**NOTE / RESPONSE: Front camera**



**TASK: Final inspection**

**NOTE / RESPONSE: Cameras tested good — confirmed with remote support**

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**OPERATION: CAM - Camera 2 (Rhombus R360S)**

**TASK: Pre-install photos**



**TASK: Serial Numbers photos**

**NOTE / RESPONSE:** *[Serial number redacted]*

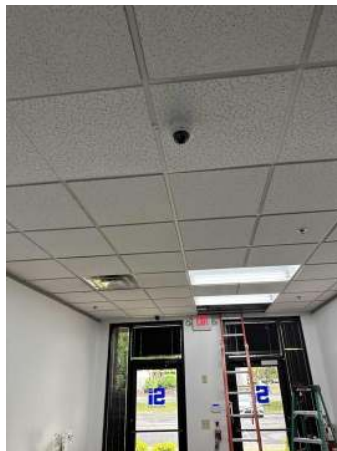
**TASK: Mounting Bracket (If Applicable)**

**TASK: Cabling**



**TASK: Cable Testing**

**TASK: Post-install photos**



**TASK: Final inspection**



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**OPERATION: CAM - Camera 3 (Rhombus R545)**

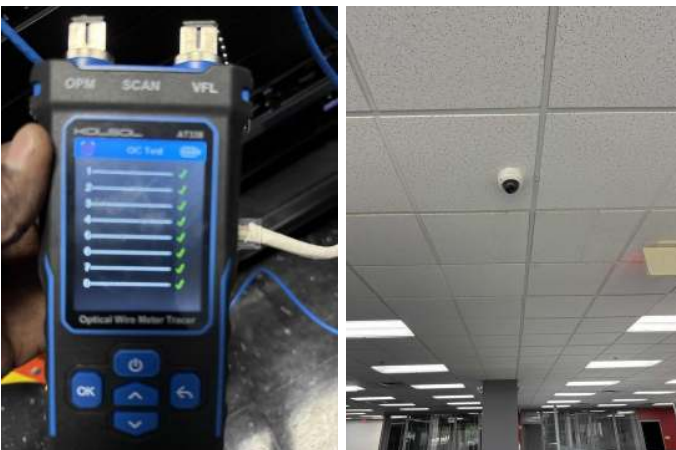
**TASK: Pre-install photos**



**TASK: Serial Numbers photos**

**NOTE / RESPONSE:** [Serial number redacted]

**TASK: Cabling**



**TASK: Cable Testing**

**TASK: Post-install photos**





**TASK: Final inspection**

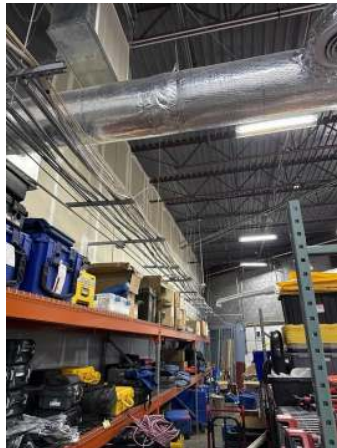
**OPERATION: ACC - Maglock**

**TASK: Pre-Install**



**TASK: Wiring**

**TASK: Post Install**



**OPERATION: Push to EXIT Button with Backbox**

**TASK: Before Installation**



**TASK: After Installation**



**OPERATION: ACC - Wired Door Contact**

**TASK: Pre-Installation**



**TASK: Cabling**



**TASK: Mounting Setup**



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**OPERATION: Final inventory**

**TASK: Inventory done (No Photos Required)**

**NOTE / RESPONSE: Installed cameras and access control system — confirmed with remote support**

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**OPERATION: Final site assessment**

**TASK: Site condition verified at close-out**





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**END OF REPORT**