

Scheduled Preventative Maintenance

Backup, archiving

- and recovery **
- Backup activity log (X:\diags\sys_docs\tapelog.doc)
- Media stock on hand
- Documentation on procedures to use.
- Stand alone recovery STARTUP kit (bootable)
- □ SYSTEM archive (bootable)
- DATA backup

Emergency recovery

□ Removable disks

Cleaning and safety

- CPU fans inspect / clean / replace as needed
- Dever supply fans inspect / clean / replace as needed
- Cabinet fans inspect / clean / replace as needed
- Computer case components inspect and pressure clean
- Cabling secure and harness
- D Mouse, matt, keyboard inspect / clean / replace as needed
- Advise on wear and tear of system components (repairs additional)

Licences and documentation

- □ Software licences Operating system
- □ Software licences Applications
- Anti-virus licence subscription
- □ Anti-virus definitions regular updates
- Site documentation Network layout
- □ Site contact details for emergency access
- Communications layout documentation
- Internet configuration and ISP / Server settings
- Remote access software licence
- Remote access documentation for online support
- System and data backup / recovery software licences
- Critical system mirroring / recovery software licences

Security, Policy and Formalities

- □ After hours access to premises procedures, keys, codes
- Non-disclosure agreement

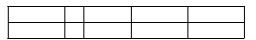
File naming conventions and locations

- Online system binaries
- Online application tools distribution kits
- Index of central data files
- Standardized spool, temporary, cache and paging files

Procedures manual and fault logs

- Central repository: user procedures (X:\diags\sys_docs\)
- □ Fault log: problems / solutions (X:\diags\itfaults\itfaults.xls)

each	flat	servers	users





TOTAL

(**Does NOT include the task of performing backup/recovery – Alchester provides this option with its FACILITIES MANAGEMENT SERVICE)

