



# 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



Server(s)	<input type="text"/>	Users	<input type="text"/>
QTY:		QTY	
Local	Offsite	Local	Offsite

## Cleaning and safety

- ☐ CPU fans inspect / clean / replace as needed
- ☐ Power 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
- ☐ Mouse, matt, keyboard inspect / clean / replace as needed
- ☐ Advise on wear and tear of system components  
(repairs additional)

each	flat	servers	users

## 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)


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