



### Quarterly Maintenance Checklist

Customer: \_\_\_\_\_

Technician: \_\_\_\_\_

Server: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

- Run Performance Monitor  \_\_\_\_\_
- Check RAID  \_\_\_\_\_
- Check Processor Temperature  \_\_\_\_\_
- Check Event Logs  \_\_\_\_\_
- Check Antivirus  \_\_\_\_\_
- Check Backup Logs  \_\_\_\_\_
- Run Windows Updates  \_\_\_\_\_
- Check UPS Software  \_\_\_\_\_
- Check Server Area  \_\_\_\_\_
- Check HDD Space  \_\_\_\_\_
- Check HDD Fragmentation  \_\_\_\_\_
- Disable/Delete old AD Accounts  \_\_\_\_\_
- Compact/Defrag AD  \_\_\_\_\_
- Disable/Delete old VPN Accounts  \_\_\_\_\_
- Check for Temporary Files  \_\_\_\_\_
- Check for Tilde ~ Files  \_\_\_\_\_
- Restart Server  \_\_\_\_\_
- Check Connections on Router/Switch  \_\_\_\_\_
- Reboot Router/Switch  \_\_\_\_\_
- Update Various Drivers  \_\_\_\_\_
- Update Backup Software  \_\_\_\_\_
- Clean up Zephyr Networks Data Folder  \_\_\_\_\_

- Delete IE Cache Files & Cookies  \_\_\_\_\_
- Check/Disable Unnecessary Services  \_\_\_\_\_
- Check Hardware (CD, Floppy, USB, etc.)  \_\_\_\_\_
- Check Network Connectivity Speed  \_\_\_\_\_
- Check Physical Cabling  \_\_\_\_\_
- Clean Dust from CPU & Fans  \_\_\_\_\_
- Clean Monitor, CD, Floppy, & Mouse  \_\_\_\_\_
- Perform Data Restoral Test  \_\_\_\_\_
- Update System Boot Disk  \_\_\_\_\_
- Update IT Inventory  \_\_\_\_\_
- Update Documented Router/Switch Config  \_\_\_\_\_
- Update Network Diagram  \_\_\_\_\_
- Check Router Firmware  \_\_\_\_\_
- Check Switch Firmware  \_\_\_\_\_
- Test UPS  \_\_\_\_\_

Customer Acknowledgement: \_\_\_\_\_

Customer has reviewed the results of our Inspection.