



Daily/Weekly Server Maintenance Checklist

conducted for

City Downtown Server

Inspected by

Alex M.

Date and Time

28 Dec 2018 02:45 PM

Location

1a Mercer St, New York, NY 10013, USA

Completed on


28 Dec 2018 03:17 PM

Score

6/7.0 - 85.71%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit


Question	Response	Details
Server/SAN/Networking: Physically check all equipment	Issue found	Newly installed PABX panel should have been installed parallel with the rack.
 <p data-bbox="140 674 256 701">Appendix 1</p>		

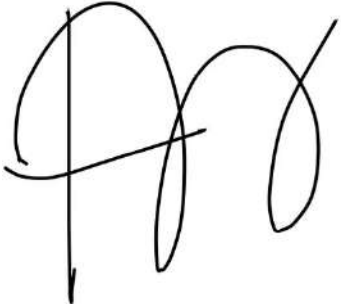
Actions

#1. Hello John, Please correct the installation of the new PABX in our downtown server - it should be parallel with the rack. Do this during the weekend so we dont impact the staff. I will send out a notification to staff just in case.

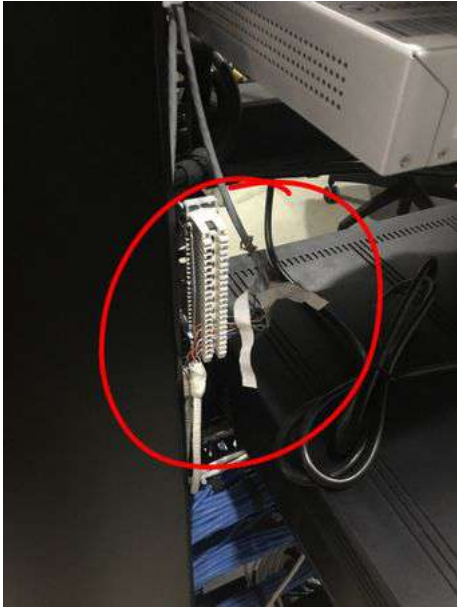
Assignee: john.clementine.IT@safetyculture.com
Priority: MEDIUM
Due Date: 30 Dec 2018 04:00 PM
Audit: City Downtown Server / Alex M. / 28 Dec 2018
Linked to item: Server/SAN/Networking: Physically check all equipment
Status: To Do

Audit - 6/7 85.71%

Question	Response	Details
Daily or Weekly server maintenance?	Daily	
Daily		Score (6/7) 85.71%
Active Directory:		
Domain Controllers - Check replication (Logs, Replmon, Perform Manual Replication)	Done - No Issues	
Hardware:		
Cloud Services: Check Resource Consumption	Done - No Issues	
Server/SAN/Networking: Physically check all equipment	Issue found	Newly installed PABX panel should have been installed parallel with the rack.
 <p style="text-align: center;">Appendix 1</p>		
Switch - Check fans and power supplies	Done - No Issues	
Networking:		
VPN: Check Utilization, Latency & Packet Loss	Done - No Issues	
OS/Software:		
Check Backups and Replication	Done - No Issues	
Check Windows Services	Done - No Issues	
Completion		
Comments	One non-business impacting issue found that will be resolved during the weekend to avoid issues. Assigned the job to John. I will send out a notification to staff as FYI.	

Question		Response	Details
Name and Signature	Alex M.	28 Dec 2018 03:07 PM	

Media



Appendix 1