



City Downtown Server / Alex M. / 28 Dec 2018

Daily/Weekly Server Maintenance Checklist

Complete

Inspection score	Failed items	Created actions
85.71%	1	0
Server / Site City Downtown Server		
Inspected by Alex M.		
Date and Time 📅 28th Dec, 2018 ⌚ 2:45 PM +08		
Location 1a Mercer St, New York, NY 10013, USA		

Audit / Daily

Server/SAN/Networking: Physically check all equipment

Issue found

– Notes

Newly installed PABX panel should have been installed parallel with the rack.

– Photos



Photo 1


Audit

1 Failed 85.71%

Daily or Weekly server maintenance?	Daily
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Daily

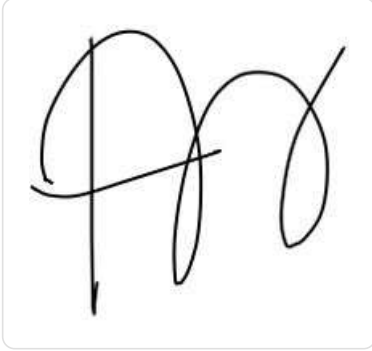
1 Failed

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
- Notes Newly installed PABX panel should have been installed parallel with the rack.	
- Photos	
	
Photo 1	
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.
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Name and Signature



Alex M.

28th Dec, 2018 3:07 PM +08

Photos

1 Photos

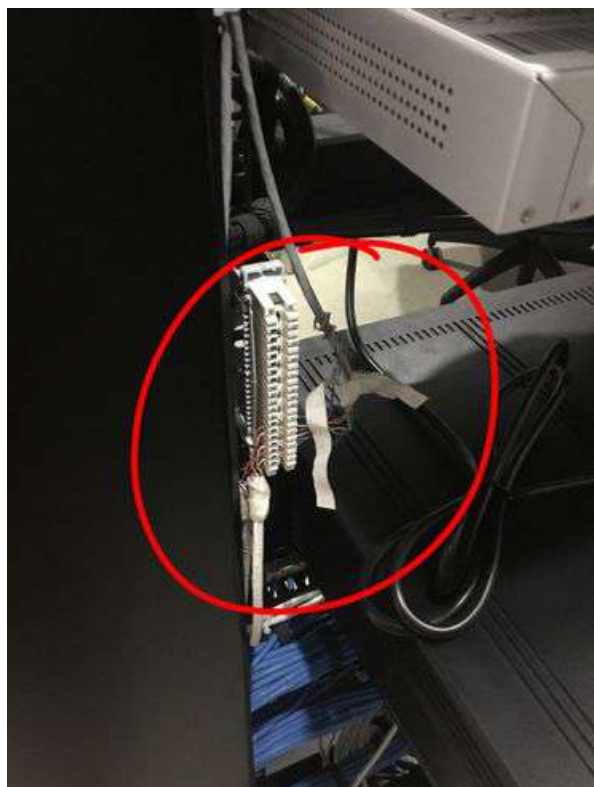


Photo 1