

## Monthly Maintenance Report and Check List

Customer Name: \_\_\_\_\_ Maintenance Date: \_\_\_\_\_

		<b>Network/LAN/WAN</b>		<b>Explanation</b>	
Hub/Switch	Checked for Excessive Heat	Yes	No	N/A _____	
	Excessive Dust	Yes	No	N/A _____	
	Check the report for intrusions	Yes	No	N/A _____	

VPN Update/configuration Yes No

Remote Desktop Setup/ configuration Yes No

### Server

### Explanation

Backup check	Yes	No	N/A _____		
Event History check	Yes	No	N/A _____		
Local Drive space check	Yes	No	N/A _____		
Fragmentation check	Yes	No	N/A _____		
Dust cleaning	Yes	No	N/A	Run ATF cleaner	Yes No N/A
Battery backup APC	Yes	No	N/A	Check users/group for unknown users	Yes No N/A
Malware check and update	Virus check and update				

Run ATF	Malware updates	Installing new Software
Window Temp removal	Malware run	Installation new Camera
Current User Temp	Virus scan update	Other _____
All user Temp	Virus scan Run	_____
Cookies	Delete files that begin with a tilde	_____
Temp Internet Files	Outlook check	_____
Prefetch Files	%Temp% check	_____
JavaCache	Scan disk run from DOS	_____
RecycleBin MS	Defragmentation check	_____
updates	Old Application removal	_____
Adobe updates	check for unknown users	_____
Printer updates	Illegal software removal	_____
Label printer updates	Check internal fans	_____
Internet Lockup check	LCD check	_____
Device manager	Reboot the system	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, the questions on this form have been accurately answered.

\_\_\_\_\_  
SIGNATURE