

Monthly Maintenance Report and Check List

Customer Name: _____ Maintenance Date: _____

		Network/LAN/WAN		Explanation
Hub/Switch	Checked for Excessive Heat	Yes	No	N/A _____
	Excessive Dust	Yes	No	N/A _____
Router	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		Yes No N/A

Office and Operatories Computers

Win XP	SP updates	Win 7	SP updates	Other _____
Run ATF		Malware Updates		Installing New Software
Window Temp Removal		Malware Run		Installation of 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		_____
Java Cache		Scan disk run from DOS		_____
Recycle Bin		De-fragmentation Check		_____
MS Updates		Old Application Removal		_____
Adobe Updates		Check the unknown users		_____
Printer Updates		Illegal Software Removal		_____
Label Printer Updates		Check Internal Fans		_____
Internet Lockup		LCD Check		_____
Check Device Manager		Reboot the System		_____

Comments: _____

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

SIGNATURE