HARDWARE MAINTENANCE

This document serves as a guideline for support of hardware maintenance activities to perform before leaving a site.

No	Activity	Y	N	comment
	Server Maintenance			
1	Verify if backups are working			
2	Check disk usage			
3	Update OS			
4	Check application updates			
5	Check remote access			
6	Check server utilization			
7	Check system security			
	Printer / Scanner Maintenance			
1	Check if printing is working			
2	Check if the rollers are well inserted			
3	Check if the scanners are calibrated			
	Power Backup Equipment Maintenance			
1	Check/ Record the voltage			
2	Check if the battery charger is working			
3	Check if the AVG and AVS are working			
4	Record run time of backup power			
5	Check if the all cabinets have rocks			

	J2s /EBN/ Cables/ Power supply Maintenance			
1	Check if all monitors are calibrated			
2	Check if the ports are working			
3	Record the number of Monitors working and not working	Working		
		Not working		
4	Check the browser version			
5	Check that all power supply are working			
6	Check that all cables are well terminated			
7	Verify if the facility has spare cables			