**XXX单位**

**机房巡检记录表**

V1.0

20XX年XX月

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# 目的

本规范规定了XXX单位信息安全技术项目机房巡检记录表模板。

# 适用范围

本规范适用于XXX单位信息安全技术项目。

# 机房巡检记录表

附件1 机房巡检记录表

**机房巡检记录表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 表编号： | | | | | | | | | | | | | | |
| 序号 | 日期/记录  巡检内容 | |  | |  | |  | |  | |  | |  | |
| 检查状态 | 备注 | 检查状态 | 备注 | 检查状态 | 备注 | 检查状态 | 备注 | 检查状态 | 备注 | 检查状态 | 备注 |
| 1 | 环境 | 设备摆放位置固定 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | 设备贴有相应识别标签 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | 机房内线路整齐 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | 线路贴有对应标识标签 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | 线路无老化现象 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | 机房无明显灰尘沉积 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | 机房无杂物堆放 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | 机房无痕迹 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | 机房门禁及监控报警正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | 温度 | 机房配备温度显示设备 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | 温度在21℃±4℃之间 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | 湿度 | 机房配备湿度显示设备 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | 湿度在55%Rh±10%Rh之间 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | 空调 | 空调设置温度为22℃±2℃ |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | 空调压缩机周围没有漏水现象 |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | 空调工作正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | UPS | UPS与系统设备连接正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | UPS工作状态显示正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | UPS实际负载未超过额定负载的80% |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | 消防 | 机房内配备有消防设施 |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | 消防设备可正常使用 |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 | 电源  插座 | 插座电源线正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 | 插座没有松动 |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 | 交换机 | 电源指示灯常亮 |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 | 连接端口指示灯常亮并闪烁 |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | 交换机运行正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 | 路由器 | 电源指示灯常亮 |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | 连接端口指示灯常亮并闪烁 |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 | 路由器运行正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 | 防火墙 | 电源指示灯常亮 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 | 数据端口橙色灯常亮并闪烁 |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 | 防火墙运行正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 | 服务器 | 电源指示灯常亮 |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 | 硬盘指示灯正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 | 服务器运行正常 |  |  |  |  |  |  |  |  |  |  |  |  |
| **巡检人员确认签名** | | |  | |  | |  | |  | |  | |  | |
| 注：1、痕迹检查地面、墙壁、天花是否有裂痕、水渍，机房内是否有鼠患、蚁患、蟑螂活动的痕迹；  2、正常用“√”，异常用“×”表示； | | | | | | | | | | | | | | |
| **异常处理记录** | | | | | | | | | | | | | | |
| 序号 | 日期 | 故障现象 | 处理方法 | | | | | | 结果 | | | 处理人员签名 | | |
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| 11 |  |  |  | | | | | |  | | |  | | |
| 12 |  |  |  | | | | | |  | | |  | | |