Date:

Location

Submitted Time :

Test E-Mail to Team Members : Working / Not working

Primary Internet :

Secondary Internet

Network

S No	Leased Lines/DSL Links	Choose Link	Status	Remarks	Checked Time
1	Tata Leased Line IP : XXX	Primary	Working		08:11:27
2	Airtel Internet - XXX	Secondary	Working		08:11:32
3	DSL XXX	Secondary	Working		08:11:36
4	BSNL XXX	Secondary	Working		08:11:39
5	DSL - XXX	Secondary	Working		08:11:42

Server Connectivity Check

S No	Server Connectivity	Status	Remarks	Submitted Time
1	Sharing access Checking – Storage	Working / Notworking		
2	New NAS Server status	Working / Notworking		
3	Server Room AC Status	Working / Notworking		

Antivirus

S No	Name	Status	Remarks	Submitted Time
1	SentinalOne	Updated		

2	SentinalOne inITLaptop	Updated		

Common Sharing

S No	Name	Disk size	Remarks	Submitted Time
1	Disk Check	100 GB	36.9 GB	

Security

S No	Name	No of working	No of not working	Remarks	Submitted Time
1	Outside Cameras	16	0		08:44:17
2	Outside Cameras-Recording	16	0		08:44:20
3	DVR 1	16	0		08:44:23
4	DVR 2	16	0		08:44:26
5	Inside Cameras	16	1		08:44:28

Telecommunication

S No	Name	Status	Remarks	Submitted Time
1	Check Local Phone (Security)	Working		

Technology Room

S No	Name	Status	Remarks	Submitted Time
1	TV	Working		08:45:02
2	Audio if available	Working		08:45:06
3	Network	Working		08:45:07

Printers

S No	Name	Status	Reading Yesterday	Reading Today	Remarks	Submitted Time
1	Rental Printer	Working				08:55:08
2	Accounts Printer Ip:	Working				08:55:15
3	Printer	Working				08:55:24

Others

S No	Name	Status	Remarks	Submitted Time
1	Reception TV Status	Working		08:56:04
2	Biometric Attendance	Working		08:56:06

Is TV at reception switched ON?

Delay in reporting ? Reason for delay

Pending Status and Reason :

Regards,