CHECKLIST (DAILY / WEEKLY / MONTHLY / QUARTERLY / ANNUALLY) || SQL Server (Onprem)

DAILY CHECKS

Database free space (data files)

Log file free space

Database status (online/recovery state)

Failed jobs related to database maintenance

Backup validation (last full/diff/log backup time)

Check for deadlocks

Orphaned users (quick scan)

Database mirroring/AlwaysOn synchronization state

TempDB usage and file growth

Disk I/O latency for database files

Autogrowth events

Database integrity check failures (from previous night)

SQL Server service status

SQL Agent service status

Error log scan for warnings/errors

CPU / RAM utilization

Check active sessions

Monitoring open transactions

AlwaysOn/Cluster health

SQL Agent job failures

TempDB health

Instance uptime check

WEEKLY CHECKS

Database fragmentation levels

Index usage and missing indexes

Update statistics (verify completed)

Growth trends (data/log)

Review blocking reports

Verify alert logs (SQL Agent/Windows logs)

Unused tables or objects review

TempDB sizing evaluation

Review SQL Server logs in detail

Review job durations for anomalies

Review server-level blocking

Patch availability review (CU updates)

Review alerts and notifications

Check for excessive recompilations

MONTHLY CHECKS

Full DBCC CHECKDB on all databases

Index rebuilds or reorganizations

Review auto-grow settings

Clean up old backup files

Update maintenance plans/jobs

Check consistency across replicas (AlwaysOn)

Validate SQL Agent job schedules & overlapping jobs

DAILY CHECKS

Review max memory configuration

Review cost threshold for parallelism

Check server-level permissions

Review linked server security

Validate SQL Server audit logs

Review SQL Server configurations (sp_configure)

Driver/firmware updates availability

Check for disabled indexes, unused indexes

QUARTERLY CHECKS

Review storage capacity planning

Review partitioning strategy

Database performance baseline comparison

DR/Failover testing

Review encryption certificates and key expiration

Audit and schema change review

OS and SQL Server patching

SQL Server configuration benchmark review

Server hardware health checks (CPU/Memory/Disk)

Evaluate maintenance job effectiveness

Review cluster configuration

Review service accounts & password rotations

Security vulnerability assessment

ANNUALLY CHECKS

Data retention policy review

Long-term growth forecasting

License compliance check

Storage and capacity planning refresh

Security audit and permissions recertification

Full disaster-recovery simulation

Capacity planning for next year

SQL Server upgrade/migration planning

High Availability/Disaster Recovery full test

Rebuild server performance baseline

Review licensing and compliance

Full audit of jobs, alerts, operators

Evaluate cloud migration or hybrid readiness

Perform full instance cleanup (old backups, logs, traces)

Frequency	Task	Completed (✔)	Validation Status / Notes
Daily	Database free space (data files)	☐	
Daily	Log file free space	☐	
Daily	Database status (online/recovery state)	☐	
Daily	Failed jobs related to database maintenance	☐	
Daily	Backup validation (last full/diff/log backup time)	☐	
Daily	Check for deadlocks	☐	
Daily	Orphaned users (quick scan)	☐	
Daily	Database mirroring/AlwaysOn synchronization state	☐	
Daily	TempDB usage and file growth	☐	
Daily	Disk I/O latency for database files	☐	
Daily	Autogrowth events	☐	
Daily	Database integrity check failures (from previous night)	☐	
Daily	SQL Server service status	☐	
Daily	SQL Agent service status	☐	
Daily	Error log scan for warnings/errors	☐	
Daily	CPU / RAM utilization	☐	
Daily	Check active sessions	☐	
Daily	Monitoring open transactions	☐	
Daily	AlwaysOn/Cluster health	☐	
Daily	SQL Agent job failures	☐	
Daily	TempDB health	☐	
Daily	Instance uptime check	☐	
Weekly	**Task**	**Completed (✔)**	**Validation Status / Notes**
Weekly	Database fragmentation levels	☐	
Weekly	Index usage and missing indexes	☐	
Weekly	Update statistics (verify completed)	☐	
Weekly	Growth trends (data/log)	☐	
Weekly	Review blocking reports	☐	
Weekly	Verify alert logs (SQL Agent/Windows logs)	☐	
Weekly	Unused tables or objects review	☐	
Weekly	TempDB sizing evaluation	☐	
Weekly	Review SQL Server logs in detail	☐	
Weekly	Review job durations for anomalies	☐	
Weekly	Review server-level blocking	☐	
Weekly	Patch availability review (CU updates)	☐	
Weekly	Review alerts and notifications	☐	
Weekly	Check for excessive recompilations	☐	

Frequency	Task	Completed (✓)	Validation Status / Notes
Monthly	Full DBCC CHECKDB on all databases	☐	
Monthly	Index rebuilds or reorganizations	☐	
Monthly	Review auto-grow settings	☐	
Monthly	Clean up old backup files	☐	
Monthly	Update maintenance plans/jobs	☐	
Monthly	Check consistency across replicas (AlwaysOn)	☐	
Monthly	Validate SQL Agent job schedules & overlapping jobs	☐	
Monthly	Review max memory configuration	☐	
Monthly	Review cost threshold for parallelism	☐	
Monthly	Check server-level permissions	☐	
Monthly	Review linked server security	☐	
Monthly	Validate SQL Server audit logs	☐	
Monthly	Review SQL Server configurations (sp_configure)	☐	
Monthly	Driver/firmware updates availability	☐	
Monthly	Check for disabled indexes, unused indexes	☐	
Quarterly	Task	Completed (✓)	Validation Status / Notes
Quarterly	Review storage capacity planning	☐	
Quarterly	Review partitioning strategy	☐	
Quarterly	Database performance baseline comparison	☐	
Quarterly	DR/Failover testing	☐	
Quarterly	Review encryption certificates and key expiration	☐	
Quarterly	Audit and schema change review	☐	
Quarterly	OS and SQL Server patching	☐	
Quarterly	SQL Server configuration benchmark review	☐	
Quarterly	Server hardware health checks (CPU/Memory/Disk)	☐	
Quarterly	Evaluate maintenance job effectiveness	☐	
Quarterly	Review cluster configuration	☐	
Quarterly	Review service accounts & password rotations	☐	
Quarterly	Security vulnerability assessment	☐	
Annually	Task	Completed (✓)	Validation Status / Notes
Annually	Data retention policy review	☐	
Annually	Long-term growth forecasting	☐	
Annually	License compliance check	☐	
Annually	Storage and capacity planning refresh	☐	
Annually	Security audit and permissions recertification	☐	
Annually	Full disaster-recovery simulation	☐	

Frequency	Task	Completed (✓)	Validation Status / Notes
Annually	Capacity planning for next year	☐	
Annually	SQL Server upgrade/migration planning	☐	
Annually	High Availability/Disaster Recovery full test	☐	
Annually	Rebuild server performance baseline	☐	
Annually	Review licensing and compliance	☐	
Annually	Full audit of jobs, alerts, operators	☐	
Annually	Evaluate cloud migration or hybrid readiness	☐	
Annually	Perform full instance cleanup (old backups, logs, traces)	☐	

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Annually	Capacity planning for next year		
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Annually	High Availability/Disaster Recovery full test		