# KONSORTIUM proHAWK

## SERVER & STORAGE
Update and verify inventory by checking and ticking boxes below

## PLANNED PREVENTIVE MAINTENANCE
### HOSPITAL TUANKU AZIZAH

### YEAR : 2020

PPM : [/] Q1 [ ] Q2 [ ] Q3 [ ] Q4      TYPE : [/] Physical [ ] Virtual [ ] Storage

Location : L6-IT-012
Model : Intel Xeon E7-4830 v3
Manufacturer :
Device Serial Number :

Hostname : WIHST01
Operating System (OS): : Windows Server 2012 R2 Datacenter
IP Address (LAN) : 10.0.20.2
MAC Address :

## A. PHYSICAL CHECK

| | | |
|---|---|---|
| 1. | Check connection (Data cable and power connection) | Yes |
| 2. | Check the power sources(Plugged into protected outlets) | Yes |
| 3. | Check the fan (CPU's cooling fan is working & the airflow isn't impede by dust) | Yes |
| 4. | Check LED signal function | |
| | a. *(Make sure LED signal for Hard Disk is functioning* | Yes |
| | b. *Make sure LED signal for Monitor is functioning* | Yes |
| | c. *Make sure LED signal for Network is functioning* | Yes |
| 5. | Check UPS (Make sure UPS is connected properly and functioning) | Yes |
| 6. | Update and verify inventory (Check and verify serial number) | Yes |
| 7. | Check and verify CPU (CPU speed : GHz) | Yes |
| 8. | Check and verify physical memory (Capacity : GB) | Yes |
| 9. | Check Disk Space Available | |
| | a. hard drive space : C *( GB , Free Space : )* | Yes |
| | b. hard drive space : D *( GB , Free Space : )* | Yes |
| | b. hard drive space : E *( GB , Free Space : )* | Yes |
| 11. | Check tape library functionality (SN: ) | Yes |
| 12. | Check tape library functionality (SN: ) | Yes |
| | a. Total Disks : , Available Disks : | Yes |
| | b. Total Disks : , Available Disks : | Yes |

## B.SETTING & CONFIGURATION

| | | |
|---|---|---|
| 1. | Run ScanDisk on system drive | Yes |
| 2. | Run Disk Defragmentation (applicable to all drive) | Yes |
| 3. | Check and install driver updates | Yes |
| 4. | Check and update service pack | |
| | (Service Pack : ) | Yes |
| 5. | Check and record average CPU utilization dated for one month | |
| | a. (CPU Utilization:- Min ) | Yes |
| | b. (CPU Utilization:- Max ) | Yes |
| | c. (CPU Utilization:- Avg ) | Yes |
| 6. | Check and record average Memory utilization dated for one month | |
| | a. (Memory Utilization:- Min ) | Yes |
| | b. (Memory Utilization:- Max ) | Yes |
| | c. (Memory Utilization:- Avg ) | Yes |
| 7. | Check and Install latest Hotfix if needed | Yes |
| 8. | Check and record software or applications (data applicable for live server) | |
| | a. Application : | Yes |
| | b. Application : | Yes |
| | c. Application : | Yes |

## C. HOUSEKEEPING

| | | |
|---|---|---|
| 1. | Clean other physical peripheral devices if there is any:- | |
| | a.Monitor | Yes |
| | b.CPU | Yes |
| | c.Keyboard | Yes |
| | d.Mouse | Yes |
| 2. | Delete .tmp files | Yes |
| 2. | Delete and clean unused temporary Internet files | Yes |
| 3. | Empty the Recycle Bin | Yes |
| 4. | Device ID Tagging | Yes |
| | a. Need Replacement | Yes |
| 6. | PPM Tag | Yes |

## D. SECURITY

| | | |
|---|---|---|
| 1. | Change password (twice a year) | Yes |
| 2. | List of username:- | |
| | a. (Username : , Role : ) | Yes |
| | b.(Username : , Role : ) | Yes |
| 3. | Check for backup job (Backup is successfully performed) : | Yes |
| 4. | Antivirus (Symantec Endpoint Protection) :- | |
| | a.Check the latest antivirus software definition (Version : , Date : ) | Yes |
| | b.Perform full antivirus scanning | Yes |

## E. REMARK

Technical : okay dah jgn tnya
testserver :test
ITD :good job

| SERVICED BY | VERIFIED BY | ENDORSED BY |
|---|---|---|
| Technical<br>18/03/2021 | testserver verifier<br>18/03/2021 | ITD staff<br>18/03/2021 |

NOTE: This PPM Form is computer generated and no signature is required