

SERVER & STORAGE

Update and verify inventory by checking and ticking boxes below

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-VMAY01
Operating System (OS) : Windows Server 2012 R2 Standard
IP Address (LAN) : 10.0.20.12
MAC Address : 00:15:5D:DB:96:AA

A. PHYSICAL CHECK

1. Check connection (Data cable and power connection) N/A
2. Check the power sources(Plugged into protected outlets) N/A
3. Check the fan (CPU's cooling fan is working & the airflow isn't impede by dust) N/A
4. Check LED signal function
 - a. (Make sure LED signal for Hard Disk is functioning) N/A
 - b. Make sure LED signal for Monitor is functioning N/A
 - c. Make sure LED signal for Network is functioning N/A
5. Check UPS (Make sure UPS is connected properly and functioning) N/A
6. Update and verify inventory (Check and verify serial number) N/A
7. Check and verify CPU (CPU speed : 2.10 GHz) Yes
8. Check and verify physical memory (Capacity : 16 GB) Yes
9. Check Disk Space Available
 - a. hard drive space : C (100 GB , Free Space : 65.7) Yes
 - b. hard drive space : D (190 GB , Free Space : 142) Yes
 - b. hard drive space : E (GB , Free Space :) N/A
11. Check tape library functionality (SN:) N/A
12. Check tape library functionality (SN:) Yes
 - a. Total Disks : , Available Disks : N/A
 - b. Total Disks : , Available Disks : N/A

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 :) N/A
5. Check and record average CPU utilization dated for one month
 - a. (CPU Utilization:- Min 1) Yes
 - b. (CPU Utilization:- Max 65) Yes
 - c. (CPU Utilization:- Avg 6) Yes
6. Check and record average Memory utilization dated for one month
 - a. (Memory Utilization:- Min 14) Yes
 - b. (Memory Utilization:- Max 37) Yes
 - c. (Memory Utilization:- Avg 27) Yes
7. Check and Install latest Hotfix if needed N/A
8. Check and record software or applications (data applicable for live server)
 - a. Application : Symantec Antivirus Yes
 - b. Application : N/A
 - c. Application : N/A

C. HOUSEKEEPING

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

D. SECURITY

1. Change password (twice a year) Yes
2. List of username:-
 - a. (Username : Administrator , Role : Administrator) Yes
 - b.(Username : , Role :) N/A
3. Check for backup job (Backup is successfully performed) : Yes
4. Antivirus (Symantec Endpoint Protection) :-
 - a.Check the latest antivirus software definition (Version : 14 (14.3 MP1) , Date : 07/03/2021) Yes
 - b.Perform full antivirus scanning Yes

E. REMARK

SERVICED BY	VERIFIED BY	ENDORSED BY
Nor Nabila 08/03/2021	Not Yet	Not Yet

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