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 : WIHST-DB03
Operating System (OS): : RedHat Linux 7.2 Enterprise
IP Address (LAN) : 10.0.20.47
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

SERVICED BY	VERIFIED BY	ENDORSED BY
Technical 08/03/2021	testserver verifier 08/03/2021	ITD staff 08/03/2021

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

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