Equipment Maintenance Schedule - Office Network & Peripherals

Document ID: FAC-MNT-OFFICE-003
Department: Operations (Internal IT)
Period: Quarterly

1. Network Infrastructure Maintenance (Non-Server Room)

Component	Location	Task Frequency	Task Details	Due Date (Q4)
Core Office Firewall	Security Closet	Quarterly	Firmware update and rule set audit (VPN tunnels, external access).	2025-11-15
Wireless Access Points (WAPs)	All Floors	Monthly	Load balancing check, channel optimization, and SSID security audit.	Last Thursday of Month
Patch Panels/Cabling	All Closets	Biannual	Visual inspection for damaged cables; re-terminate messy runs.	2025-12-01

2. Office Peripherals and AV Maintenance

Component	Location	Task Frequency	Task Details	Due Date (Q4)

Multi-function Printers	All Shared Areas	Monthly	Routine service, toner replacement, driver updates on print server.	Last Friday of Month
All Meeting Room TVs/Projectors	Conference Rooms	Quarterly	Calibration check, clean dust, test all inputs (HDMI/Wireless).	2025-10-30
VOIP Phone System	All Desks	Quarterly	System upgrade/patching, check line quality and voicemail function.	2025-11-30

3. Preventative Measures

- **Dust Control:** Server room and network closets must be vacuumed and cleaned weekly by the facilities team.
- **Physical Security:** Ensure all network closets remain locked at all times. Keys are held exclusively by the Facility Manager and Infrastructure Engineer.