# IT and Facility Equipment Maintenance Schedule (Q4 2025)

Department: Operations & IT Infrastructure
Period: October 1, 2025 – December 31, 2025
Custodian: [IT/Facility Manager]

## 1. Cloud Infrastructure Maintenance (Automated)

| Component | Task Frequency | Task Details | Responsible Team | Status |
|---|---|---|---|---|
| **K8s Control Plane** | Monthly | Review master node logs, check security group compliance, apply minor patches. | SRE Team | Ongoing |
| **Database Patches (RDS)** | Quarterly | Apply minor version patches to non-critical databases during scheduled maintenance windows. | SRE Team | Q4: November 3rd |
| **OS Security Patches (EC2)** | Weekly | Automated scanning and patching of base AMI images (non-prod first). | Ops Team | Ongoing |

## 2. Dubai HQ Server Room Maintenance

| Component | Task Frequency | Task Details | Responsible Team | Due Date (Q4) |
|---|---|---|---|---|
| **HVAC Unit (Server Room)** | Quarterly | Full service check (filter cleaning, gas level verification, temperature check). | Facility Vendor | October 15th |
| **UPS Battery Load Test** | Monthly | Test the UPS runtime capacity to ensure minimum 30-minute support. | Facility Manager | Last Sunday of Month |
| **Physical Access Audit** | Biannually | Review all physical access logs for unauthorized entries. | Ops Lead | November 10th |
| **Core Network Switches** | Quarterly | Firmware audit and update (if critical CVEs are identified). | IT Infrastructure | December 1st |

# 3. General Office Equipment

| Component | Task Frequency | Task Details | Responsible Team | Due Date (Q4) |
|---|---|---|---|---|
| **Fire Extinguishers** | Quarterly | Inspection and certification by approved third-party vendor. | Facility Manager | October 1st |

| Conference Room AV/VC | Monthly | Test all video conferencing equipment, audio inputs, and network connectivity. | Internal IT | Last Friday of Month |
|---|---|---|---|---|
| **Backup Generator** | Quarterly | Run a 2-hour full load test and check fuel levels. | Facility Vendor | December 15th |