NIPPON EXPRESS (INDIA) PRIVATE LIMITED

<u>IT CHECK SHEET</u>

System Admin: **Mathan kumar**   **Location:** Head Office

Check Sheet No: NEIN/CS/90-16   **Date:** 24/04/2014

1) Power supply

    RAW Power Working   YES

    UPS Working   YES

    UPS Backup time (to be checked weekly once)   2 hours

    UPS Preventive Maintenance   YES

    (to be checked 3 month once)   YES

2) MPLS VPN

                                       DownTime
                        (If NO, pls, specify total no. of hours down)

    Bangalore HQ link Working   YES

    Bangalore Airport Office link Working   NO link is down

3) ISP (MPLS VPN) Router   YES

4) User Data backup taken (Automatic user backup)   YES
   (weekly scheduled backup)

5) Lotus Notes Server (Working)   YES

6) NEWINS Apllication (Working)   YES

7) Server Room AC (Working)   YES

    Temperature Maintained   22 degree

8) Photocopier

    canon   YES

9) Printer (LaserJet / DOT Matrix

    HP 4250   YES

10) Fax Machines

    samsung   NO

11) Barcode Scanner / Printer

    barbar   YES

12) Telephone EPABX / Lines   YES

13) CCTV (Working)   YES

Backup (no. of days)   30 days

14) Access Controller (Working)   YES

15) Fire Alarm (Working)   YES

    When was last checked

16) Instruction Deducation system (IDS) (Working)   YES

    When was last checked

17) Any IT hardware under Repair (Pls. specify)   desktop used by prasanna is down, due to

    Status or by it will be rectified and put into use.   in 2 days

18) Preventive Maintenance (All IT equipment's)   YES

    To be done every quater without fail

    If NO, provide reason

Remarks (If any):

    NA