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| **SUPPORTING DOCUMENTS**  **Computer Professionals, Inc.** | **Document Code :** CL-IT-IT-01 | |
| **Section:** 17.0 IT Infrastructure | **Issue No. :** 1 | **Revision No.:** 4 |
| **Title** : Preventive Maintenance Checklist | **Effective Date:**  10 November 2017 | |

**Note:** *Print this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

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| Revision no | Date | Description of Changes | Reason for Revision | Revised by |
| 2 | 07 Dec 12 | Add revision history page | Recommendation from Stage 2 audit | CMRojas |
| 3 | 14 Mar 13 | Revised checklist items and added Actions Taken box | Recommendation from Q1 2013 IQA | NMIsip |
| 4 | 17 Nov 10 | Revised checklist items | Updated Process | ARAlacar |
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TM-BR-MG- 11 Rev00, 05302012

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| **Computer Professionals Inc.** | | |  |  |
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| **Server Preventive Maintenance** | |  |  | **Date:** |
| **Conducted by:** |  | |  | **Time Started:** |
| **Reviewd by:** |  | |  | **Time Finished:** |
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| **Server Details** | | |  |  |
| **Hostname:** |  | |  |  |
| **IP Address:** |  | |  |  |
| **OS Version:** |  | |  |  |
|  |  |  |  |  |
| **Category** | **Subcategory** | **Step** | **Result** | **Comments** |
| **Performance Checking** | **Monitoring** | CPU Usage (see Task manager, Resource monitorm Reliability and Reource Monitor) (run iostat in terminal) |  |  |
| Memory Usage (see Task manager, Resource monitorm Reliability and Reource Monitor) run egrep --color 'Mem|Cache|Swap' /proc/meminfo on terminal |  |  |
| Disk Usage (see Resource Monitor,Reliability and Resource Monitor) run Df-h on terminal |  |  |
| Server Reliability  (see Reliability and Resource Monitor) |  |  |
| Check background processes  (check if there is no malicious and/or unnecessary process running in background) |  |  |
| Check startup programs  (run msconfig) run ls /etc/init.d on terminal |  |  |
| Check Device Manager  (run devmgmt.msc) |  |  |
| **Server Optimization** | Disk cleanup  (run cleanmgr.exe) |  |  |
| Disk Defragmentation  (windows search: Disk Defragmenter) |  |  |
| Disk Check  (run chkdsk on cmd) |  |  |
| System File Check  (run sfc \scannow in cmd) |  |  |
| Memory Diagnostic  (run mdsched.exe) Requires system restart |  |  |
| **Server Policy Checking** | **Security** | Delete unnecessary and personal files |  |  |
| Uninstall unnecessary software |  |  |
| Check server access policy |  |  |
| Check Firewall rules |  |  |
| **Application Updates** | Check for Windows Update |  |  |
| Check for Antivirus Update |  |  |
| Check for Driver Update |  |  |
| Check for other necessary application updates |  |  |
| **Server Scheduled Process** | Review server backup schedule |  |  |
| Review scheduled application updates |  |  |
| Review scheduled antivirus scan |  |  |
| Review scheduled disk defragment |  |  |
| **Server Hardware Checking** | **Hardware Cleaning** | KVM Server |  |  |
| Monitor |  |  |
| Keyboard |  |  |
| Mouse |  |  |
| Case |  |  |
| Power Supply |  |  |
| Fans |  |  |
| Cords/Wires |  |  |
| Motherboard |  |  |

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| **Findings:** |
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| **Recommendations:** |
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| **Actions Taken:** |
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