Text

ACME CORP SERVER CHECK LIST
Client Site Preventive Maintenance checklist
(To be completed after check-in with site contact)

- [ ] 1. Verify that each server is running.
- [ ] 2. Verify Backups status. If Datto is present, perform test VM spin-up on Datto device.
- [ ] 3. Check event logs for errors, warnings, and troubleshoot.
- [ ] 4. Verify that all services are running on each server and print queues are clear.
- [ ] 5. Test Internet access and run speed test.
- [ ] 6. Test internal and external email.
- [ ] 7. Run "Read-Only" check disk on server.
- [ ] 8. Verify Anti-Virus Updates are current.
- [ ] 9. Run Ccleaner to remove temp files and clean registry.
- [ ] 10. Check free space on all drives.
- [ ] 11. Check Task Manager for excessive CPU and memory usage.
- [ ] 12. Check status of all hubs/switches/network equipment.
- [ ] 13. Check all servers' array controller health and array status.
- [ ] 14. Run Defraggler to analyze server's system and data drives.
- [ ] 15. Check Windows Updates status, if server requires a reboot, plan accordingly with site contact.
- [ ] 16. Update client site documentation as needed on ShareSync.
- [ ] 17. Verify network map accuracy, change if needed.
- [ ] 18. Tidy up the server room.
- [ ] 19. Clean the servers, mouse, keyboard (use can of air to blow out dust)
- [ ] 20. Test UPS systems and software.
- [ ] 21. Perform Tasks assigned by Client Contact.
- [ ] 22. Record your visit notes in ConnectWise before leaving client site.
- [ ] 23. Before leaving, check in with client contact and inform them of work performed, project status, etc.

Notes for follow-up: