## PERIODIC CHECKS

This document describes the checks that have to be performed periodically. It gives an overview of all daily, weekly, monthly and quarterly checks. A work instruction is created for every check, which describes the how to perform the check in detail.

# Daily Checks

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| --- | --- | --- |
| Nr | Check | Description |
| Environment Checks | | |
| 1. | Quick environment check | Checks if all important components in the environment are running and are functioning correctly. |
| SharePoint Checks | | |
| 10. | Health Analyzer issues | Checks if the Health Analyzer is reporting any issues. |
| 11. | Content Database status | Checks if the status of every content database is set to “Ready”. |
| 12. | Upgrade status servers | Checks if the status of every server in the farm is set to “No action required”. |
| 13. | Upgrade status databases | Checks if the upgrade status of every content database is set to “No action required”. |
| 14. | Failed timer jobs | Checks if any timer jobs have failed in the last 24 hours. |
| 15. | Deployment status solutions | Checks if any deployed solution is in an error state. |
| 16. | Content Database size | Checks how much space for site collections each database has. |
| 17. | Service Application Status | Checks if all service applications and service application proxies are started. |
| SharePoint Search Checks | | |
| 20. | Search topology | Checks if all components in the search topology are operational. |
| 21. | Search gather logs | Checks if the search crawl logs contain errors and/or warnings. |
| Server Checks | | |
| 30. | Uptime | Checks when the server was rebooted for the last time. This is an indication of when patches were installed for the last time. |
| 31. | Running Services | Checks if all required services are running. |
| 32. | Scheduled tasks | Checks if all scheduled tasks that were scheduled in the last 24 hours ran successfully. |
| 33. | Running websites and application pools | Checks if all websites and application pools are started. |
| 34. | Group Membership | Checks if the specified Active Directory groups contain the specified accounts/groups. |
| Manual Checks | | |
| 40. | Backup status | Checks if all backups ran successfully in the last 24 hours. |
| Custom Checks | | |
| 50. |  |  |

# Weekly checks

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| Nr | | Check | Description |
| 1. | Permissions check | | Checks if all configured admin permissions are still configured as specified in the baseline. |
| 2. | New updates | | Checks if new updates, like Cumulative Updates or Service Packs, are released in the last week for all used products. |
| 3. | Baseline settings | | Checks if all servers are still configured according to the service baseline. |
| 4. | Access check | | Checks who has logged onto the servers in the last week. |

# MonthLy checks

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| Nr | Check | Description |
| 1. | Missing security updates/service packs for SharePoint, SQL and Windows | Checks if any security updates and/or service packs are missing for all used technologies. The Microsoft Baseline Security Analyzer (MBSA) is used for this check. |
| 2. | Policy compliance (e.g. large lists, number of versions, permissions, etc.) | Checks if the environment still complies with the specified policies, as defined in the Governance Plan. |
| 3. | Documentation update | Check if the documentation is up-to-date is and corrects where necessary. |
| 4. | SSL Certificates check | Checks if any used certificates will expire within two months. |

# Quarterly checks

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| Nr | Check | Description |
| 1. | Disaster recovery/backup-recovery test | Perform a Disaster Recovery test. Every time a different DR scenario will be tested. |
| 2. | Lifecycle check | Checks if all used software and Service Pack is still supported or will go out of support within a year. |