

# Production Maintenance Checklist - Phase 2

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## Pre-Maintenance Checklist

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### 1. Planning & Preparation

- ☐ Maintenance window scheduled and approved
- ☐ Change request submitted and approved
- ☐ Stakeholders notified of maintenance window
- ☐ Rollback plan documented and tested
- ☐ Emergency contacts identified and available
- ☐ Backup verification completed

### 2. System Health Verification

- ☐ All critical alerts resolved
- ☐ System performance within normal parameters
- ☐ Database replication status healthy
- ☐ Backup systems operational
- ☐ Monitoring systems functional
- ☐ Load balancer health checks passing

### 3. Safety Preparations

- ☐ Operational safety role configured
- ☐ Dangerous command protection enabled
- ☐ Backup creation verified
- ☐ Rollback scripts generated
- ☐ Safety confirmation prompts tested
- ☐ Maintenance mode procedures ready

## During Maintenance Checklist

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### 4. Maintenance Execution

- ☐ Maintenance status file created
- ☐ Services gracefully stopped (if required)
- ☐ System backups completed successfully
- ☐ Configuration changes applied
- ☐ Software updates installed
- ☐ Security patches applied
- ☐ System configurations validated

### 5. Validation & Testing

- ☐ Service functionality verified
- ☐ Database connectivity tested

- ☐ Application health checks passing
- ☐ Load balancer routing verified
- ☐ SSL certificates validated
- ☐ Performance metrics within acceptable range

## 6. Monitoring & Alerts

- ☐ System monitoring restored
- ☐ Alert thresholds verified
- ☐ Log aggregation functional
- ☐ Security monitoring active
- ☐ Performance dashboards updated
- ☐ Capacity utilization checked

## Post-Maintenance Checklist

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### 7. System Verification

- ☐ All services running normally
- ☐ Performance metrics stable
- ☐ Error rates within normal range
- ☐ User functionality verified
- ☐ Integration points tested
- ☐ Scheduled jobs running

### 8. Documentation & Reporting

- ☐ Maintenance report generated
- ☐ Issues and resolutions documented
- ☐ Performance impact assessed
- ☐ Lessons learned captured
- ☐ Change documentation updated
- ☐ Stakeholders notified of completion

### 9. Cleanup & Follow-up

- ☐ Maintenance status file removed
- ☐ Temporary files cleaned up
- ☐ Old backups archived
- ☐ Monitoring alerts re-enabled
- ☐ Follow-up tasks scheduled
- ☐ Post-maintenance review scheduled

## Emergency Procedures

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### 10. Rollback Procedures

- ☐ Rollback criteria defined
- ☐ Rollback scripts tested
- ☐ Database rollback procedures ready
- ☐ Service rollback order documented

- ☐ Communication plan for rollback
- ☐ Post-rollback validation steps

## 11. Incident Response

- ☐ Incident response team contacts
- ☐ Escalation procedures documented
- ☐ Emergency communication channels
- ☐ Vendor support contacts available
- ☐ Recovery time objectives defined
- ☐ Business continuity plan activated

## Maintenance Types

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### 12. Security Updates

- ☐ Security patches identified
- ☐ Vulnerability assessment completed
- ☐ Patch testing in staging environment
- ☐ Security scan post-patching
- ☐ Compliance verification
- ☐ Security team notification

### 13. Application Updates

- ☐ Application version tested
- ☐ Database migration scripts validated
- ☐ Configuration changes reviewed
- ☐ Feature flags configured
- ☐ User acceptance testing completed
- ☐ Performance impact assessed

### 14. Infrastructure Changes

- ☐ Infrastructure changes documented
- ☐ Capacity planning completed
- ☐ Network changes coordinated
- ☐ DNS changes scheduled
- ☐ Load balancer configuration updated
- ☐ Firewall rules validated

## Approval & Sign-off

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### 15. Final Approval

- ☐ Technical lead approval
- ☐ Operations team sign-off
- ☐ Security team approval
- ☐ Business stakeholder approval
- ☐ Change advisory board approval
- ☐ Maintenance window confirmed

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**Maintenance Window:** \_\_

**Maintenance Lead:** \_\_

**Technical Contact:** \_\_

**Business Contact:** \_\_

**Emergency Contact:** \_\_

**Pre-Maintenance Sign-off:** \_\_

**Post-Maintenance Sign-off:** \_\_

**Date Completed:** \_\_