 Boston, MA, 02210

**Method of Procedure (MOP # ) ☐ Level 1**  **x Level 2**

**1.0 Activity type: ☐ Construction x Maintenance ☐ Repair**

**2.0 Project Name: Apply OS updates**

**3.0 Project Manager: Aaron Patrick**

**4.0 Planned Date and Time: every 90 days**

**5.0 Scope: MCS-OPS Windows and Linux Servers**

**6.0 Participants: n/a**

**7.0 Pre-Work Preparations / Contingencies:**

**7.1** Confirm that this MOP has been approved and reviewed by individuals

identified in section 9.

**7.2** Confirm all cables, optics, power cables, and device hardware needed for

the change are on site or in place.

**7.3 Safety:**

**a**

**b.**

**c.**

**7.4 Contingencies:**

**a.** If there is an occurrence that has affected the critical system or may potentially affect the critical system, the most senior manager present will direct the response.

**b.**

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**8.0 Work Script:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM**  **#.** | **DATE/TIME** | **INITIALS** | **RESOURCES** | **PROCEDURE** |
| 1 |  |  |  | **disable alerts in zenoss/monitis** |
| 2 |  |  |  | **take VM snapshot** |
| 3 |  |  |  | **apply OS updates** |
| 4 |  |  |  | **reboot** |
| 5 |  |  |  | **remove VM snapshot** |
| 6 |  |  |  | **re-enable alerts in zenoss/monitis** |
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| --- |
| **Project is now Complete**  Scan and file the completed MOP at: S:\Boston Building Management\Archived MOP's |

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| **Dry Run performed on / by: Tech Resource #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tech Resource #2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature/date Signature/date | | | | | | | | | | | | | |
| **9.0.** | **Approvers: (All approvers have a designee in case**  **of unavailability)** | | **Level 1 Network**: CTO, syseng  **Level 2 Network:** syseng | | | | | | | | | | |

1. **Kyle Smith\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Markley Group Signature Date

1. **Marc Bushfan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Markley Group Signature Date

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Markley Group Signature Date

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Markley Group Signature Date

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Markley Group Signature Date

**10.0 Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor** | **Name** | **Position** | **Phone** |
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**11.0 Attachments:**