Monthly Maintenance Template

Version 1.0

Date: 21st Sep 2019

**Document Revision History**

| **Ver. No.** | **Ver. Date** | **Prepared By** | **Reviewed By** | **Approved By** | **Affected Section & Summary of Change** |
| --- | --- | --- | --- | --- | --- |
| 1.0 | 21st Sep 2019 | Vinothkumar A K | Mohanraj G |  |  |
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# Introduction

This the internal auditing for Memory, Performance, Assets, Anti-virus Security, Hardware and In/Out management for internal assets.

# Memory Management

Servers:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Base Server Machine IP | Drives in GB | | | | Drives in TB |
| **192.168.1.250** | C: 27/99.6 | D:185/831 | Ext HDD G: 120/931 | - | - |
| **192.168.1.251** | C: 1.38/70.1 | D:47.8/50 | E:604/810 | - | - |
| **192.168.1.252** | C:122/297 | Ext D: 304/931 | E:66.4/433 | G: 97.7/199 | - |
| **192.168.1.253** | C: 67.3/114 | D:150/574 | E: 124/242 | G: 14.8/148 | Ext H:359/1.81 TB |
| **192.168.1.254** | C: 131/199 | D:117/663 | E: 399/499 | M:499/499 | - |
| **192.168.1.240** | C:184/232 | D: 169/232 | E: 25.0/3.63TB | F:3.61/3.61TB | - |
| **192.168.1.79** | C:109/199 | - | - | F: 36.8/299 | H:431/431 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hyper-V | Drives in GB | | | | |
| **192.168.1.90** | C: 16.1/151 | - | E: 150/347 |  |  |
| **192.168.1.82** | C: 100/126 | - | - |  |  |
| **192.168.1.101** | C:92.2/126 | - | - | - | - |
| **192.168.1.102** | C:56.2/96.6 | - | E:11.4/29.9 |  |  |
| **192.168.1.87** | C: 21.0/49.6 | - | E:31.8/69.9 |  |  |
| **192.168.1.75** | C:41.9/86.6 | - | E:24.1/39.9 |  |  |
| **192.168.1.80** | C: 151/207 | D:125/296 | E:79.8/296 |  |  |
| **192.168.1.211** | C:85.7/129 | - | E: 26.8/99.9 | F: 50.6/99.9 | - |
| **192.168.1.109** | C: 94.2/249 | - | E: 80.4/99.9 | - | - |
| **192.168.1.95** | C: 109/126 | D:243/249 | - | - | - |
| **192.168.1.112** | - | - | - | - | -- |

# Performance Management

If any external supplier is involved in the project then define the following sections. Otherwise remove the entire section from the plan.

## Servers:

|  |  |  |
| --- | --- | --- |
| Base Server Machine IP | CPU | Memory |
| **192.168.1.250** | 11% | 79% |
| **192.168.1.251** | 18% | 80% |
| **192.168.1.252** | 3% | 49% |
| **192.168.1.253** | 3% | 55% |
| **192.168.1.254** | 8% | 63% |
| **192.168.1.240** | 10% | 65% |
| **192.168.1.79** | 9% | 46% |

|  |  |  |
| --- | --- | --- |
| Hyper-V | CPU | Memory |
| **192.168.1.90** | 5% | 92% |
| **192.168.1.82** | 8% | 21% |
| **192.168.1.102** | 3% | 85% |
| **192.168.1.75** | 14% | 43% |
| **192.168.1.87** | 22% | 76% |
| **192.168.1.80** | 6% | 75% |
| **192.168.1.101** | 6% | 33% |
| **192.168.1.112** | - | - |
| **192.168.1.211** | 9% | 71% |
| **192.168.1.109** | 12% | 79% |
| **192.168.1.95** | 3% | 88% |

# Asset Management

## Desktops & Servers

## Laptops

I have attached the separate document for asset management with separate excel page.

# Anti-virus Security Management

This details are Norton security management only applicable.

## Desktops & Servers

I have attached the Norton Key for Desktops, Servers and in excel sheel with separate document.

## Laptops :

I have attached the Norton Key for Laptops in excel sheel with separate document.

# Hardware Management

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.NO | DATE | STARTED TIME | STOPPED TIME | TOTAL TIME | DIESEL CAPACITY | REFILLING FUEL LTR |
| 1 | 07.01.2016 | 3.15 P.M | 3.30 P.M | 15MINS | 40LITRES | 40LITRES |
| 2 | 10.01.2016 | 10.10 A.M | 10.40 A.M | 30MINS | 38LITRES | NIL |
| 3 | 10.01.2016 | 2.30 P.M | 3.30 P.M | 60MINS | 33LITRES | NIL |
| 4 | 19.01.2016 | 3.30 P.M | 3.45 P.M | 15MINS | 41LITRES | 10LITRES |
| 5 | 01.02.2016 | 10.42 A.M | 10.54 A.M | 12MINS | 39LITRES | NIL |
| 6 | 01.02.2016 | 5.09 P.M | 5.42P.M | 33MINS | 37LITRES | NIL |
| 7 | 03.02.2016 | 11.15 A.M | 11.35 A.M | 20MINS | 35LITRES | NIL |
| 8 | 18.02.2016 | 1.20 P.M | 2.10 P.M | 50MINS | 31LITRES | NIL |
| 9 | 23.02.2016 | 10.30 A.M | 10.40 A.M | 10MINS | 51LITRES | 20LITRES |
| 10 | 09.03.2016 | 10.45 A.M | 11.15 A.M | 30MINS | 49LITRES | NIL |
| 11 | 11.03.2016 | 5.00 P.M | 5.45 P.M | 45MINS | 46LITRES | NIL |
| 12 | 22.03.2016 | 11.20 A.M | 12.10 P.M | 50MINS | 42LITRES | NIL |
| 13 | 26.04.2016 | 11.35 A.M | 11.50 A.M | 15MINS | 41LITRES | NIL |
| 14 | 20.05.2016 | 4.50 P.M | 5.00 P.M | 10MINS | 41LITRES | NIL |
| 15 | 17.06.2016 | 6.00 P.M | 6.05 P.M | 5MINS | 40LITRES | NIL |
| 16 | 14.07.2016 | 10.50 A.M | 11.00 A.M | 10MINS | 39LITRES | NIL |
| 17 | 08.08.2016 | 11.30 A.M | 12.30 P.M | 60MINS | 34LITRES | NIL |
| 18 | 08.08.2016 | 6.00 P.M | 7.30 P.M | 90MINS | 26LITRES | 15LITRES |
| 19 | 09.08.2016 | 10.00 A.M | 11.00 P.M | 60MINS | 36LITRES | NIL |
| 20 | 10.08.2016 | 5.00 P.M | 5.45 P.M | 45MINS | 32LITRES | NIL |
| 21 | 25.10.2016 | 12.00 P.M | 12.10 P.M |  | 47LITRES | 15LITRES |
| 22 | 13.12.2016 | 1.00 P.M | 3.00 P.M | 120MINS | 39LITRES | NIL |
| 23 | 14.12.2016 | 5.00 P.M | 7.00 P.M | 120mins | 31LITRES | NIL |
| 24 | 27.2.2017 | 7.25 P.M | 8.00 P.M | 35MINS | 30LITRES | NIL |
| 25 | 26.5.2017 |  |  |  | 20LITRES |  |
| 26 | 29.06.2017 | 1.15 P.M | 4.00 P.M | 225MINS | 47LITRES | 15LITRES |
| 27 | 14.7.2017 |  |  |  | 90LITRES | NIL |
| 28 | 18.1.2018 | 6:00P.M | 07:00P.M | 60MINS | 45LITRES | NIL |
| 29 | 12.02.2018 | 12:45P.M | 2:00P.M | 90MINS | 55LITRES | 20LITRES |
| 30 | 26.04.2018 | 11:30 A.M | 1:00 P.M | 90MINS | 68LITRES | NIL |
| 31 | 8.05.2018 | 2:30 P.M | 3:30 P.M | 60MINS | 60LITRES | NIL |
| 32 | 27.05.2018 | 6:30 P.M | 7:30 P.M | 60MINS | 55LITRES | 20LITRES |
| 33 | 18.07.2018 | 11:00 A.M | 1:00 P.M | 120MINS | 60LITRES | NIL |
| 34 | 20.08.218 | 4:00 P.M | 5:00 P.M | 60MINS | 55LITRES | 20LITRES |
| 35 | 20.10.2018 | - | - | - | - | 20LITRES |
| 36 | 01.11.2018 | 11:00 A.M | 5:00 P.M | 360MINS | 35LITRES | 2\*20= 40 LITRES |
| 37 | 02.11.2018 | 11:00 A.M | 5:00 P.M | 360MINS | 60LITRES | 20LITRES |
| 38 | 14.11.2018 | 11:30 A.M | 12:00 P.M | 30MINS | 71LITRES | NIL |
| 39 | 12.1.2019 | 12:00 P.M | 1:00 P.M | 30MINS | 84LITRES | NIL |
| 40 | 26.1.2019 | 12:15 P.M | 1:30 P.M | 90MINS | 78LITRES | NIL |
| 41 | 18.3.2019 | 6:35 P.M | 7:05 P.M | 30MINS | 75LITRES | NIL |
| 42 | 08-05-19 | 12:30 P.M | 1:30 P.M | 60MINS | 72LITRES | NIL |
| 43 | 20-07-2019 | 4:55 P.M | 5:35 P.M | 40MINS | 45LITRES | NIL |
| 44 | 23-09-2019 | 8:50 A.M | 9.40 A.M | 50MINS |  | 20 LITRES |

# In/Out Management

I have Attached the Report has separate for attendance report.