

Server ID:



#	Checklist:	Maintenance Technician	Notes
Daily			
1	Check server temperatures		
2	Run virus protection		
3	Confirm back-ups working successfully		
4	Check network		
5	Check hard disk space		
6	Clean harddrive for clutter		
7	Install software updates		
8	Monitor RAID		
Weekly			
1	Check air flow		
2	Review server utilization		
3	Review logs for errors		
Monthly			
1	Check electricity/back-up generators		
2	Clean server for dust and other debris		
3	Change passwords		
Yearly			
1	Verify genuine OS		