

## IT/IM PREVENTATIVE MAINTENANCE: SAMPLE ONLY

Page 1

Site: IP:                      Date: Port:                      Time:

OPERATION	STATUS	COMMENTS
Identify New Systems (Hardware & Software) Implemented		
Standardise New Systems		
Update Systems		
Check, Save & Clear Application Log		
Check, Save & Clear System Log		
Check, Save & Clear Security Log		
Check & Store Issue Log		
Identify Issues For Field Engineering Resolution		
Check Disk Space		
Clear Temp Folders		
Clear Recycle Bin		
Clear Internet Cache		
Analyse & Defragment Hard Disk		
Remove Non-standard Applications		
Check & Adjust Registry File Settings		
Password Security Sweep		
Change Admin Password		
Change Router Password		
Change Service Admin Passwords		
Change Firewall Passwords		
Change VPN Passwords		
Clear & Add Users And Groups		
Review Group And User Permissions & Security		
Review File & Folder Security		
Apply Service Pack Updates		
Apply Server Security Updates		
Apply Firewall Updates		
Apply Router Updates		

### General Comments

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## IT/IM PREVENTATIVE MAINTENANCE: SAMPLE ONLY

Page 2

Site: IP:

Date: Port:

Time:

OPERATION	STATUS	COMMENTS
Check Intrusion Detection Logs		
Check Email Database Sizes		
Check Email Database Logs		
Check Email Limits And Rules		
Review Email Storage Policies		
Check Backup Logs		
Review Backup/ Disaster Recovery Strategy		
Perform Test Restore		
Clean Tape Unit(s)		
Update Intelligent Disaster Recovery		
Update Emergency Repair Disks		
Check Anti-Virus Logs		
Check Anti-Virus Updates & Definitions		
Identify Potential Virus Threats		
Review Outbreak Strategy		
Check Anti-virus Updates To Workstations		
Check UPS Logs		
Check UPS Battery Levels		
Run & Analyse Diagnostics		
Maintain Remote Access Systems		
Review General Network Performance		
Run Network Performance Metering		
Review Network Administration Process		
Check Cabling, Cable Mapping & Port Identification		
Check Network Concentrators		
Update Network Documentation		

### General Comments

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