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Routine Maintenance Schedule and Checklist for Year 20__											
TASK	Frequency	Performed by	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
ss-check for damage, make repairs	monthly	staff	X	X	X	X	X	X	X	X	X
sgt. make repairs	monthly	staff	X	X	X	X	X	X	X	X	X
ss. make repairs	as/when	staff								X	
addition of plant, spot re paint as needed	annual	staff					X				
id	annual	vendor									
sgt. re paint as needed	annual	staff					X				
needed	monthly	staff			X						
sgt. as needed	monthly	staff	X	X	X	X	X	X	X	X	X
Short drains/scoopers, monitor condition for flashing	monthly	staff	X	X	X	X	X	X	X	X	X
ss. clear debris from gutters/overhangs	annual	vendor									X
	annual	staff					X				
check vent covers, confirm no pests	annual	staff					X				
	annual	staff									

Staff-check off work

Maintenance checklist format in excel.

To ensure computer networks run smoothly, regular server maintenance is crucial. This includes monitoring and updating servers to prevent errors, downtime, or data loss. For organizations with their own servers, network administrators handle this task, while managed service providers (MSPs) perform maintenance and monitoring for optimal levels of operation.

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Server maintenance checklist template excel download.
Server maintenance checklist excel. Checklist for server maintenance. Server checklist template excel. Maintenance checklist format in excel.

to ensure computer networks run smoothly, regular server maintenance is crucial. This includes monitoring and analyzing servers to prevent errors, downtime, or data loss. For organizations with their own servers, network administrators handle this task, while managed service providers (MSPs) perform maintenance and monitoring for optimal results of operation. Server maintenance involves a continuous process of collecting information about the server, analyzing its performance, identifying potential security risks, and performing regular data backups. It's essential to not only fix existing errors but also conduct preventive maintenance to spot issues before they cause damage. To streamline the maintenance process, a server maintenance plan is necessary - a list of actions to perform and when. Some checks are monthly, while others occur daily. Server maintenance checklists can help ensure nothing falls behind schedule or slips from your mind. Here's a Monthly Server Maintenance Checklist Template to make the process easier.

Monthly Server Maintenance Checklist

- * **Database backup** * Run database backup
- * **Malware scan** * Scan for malware
- * **Security updates** * Update indexes
- * **Test remote management tools
- * **Security Checks** * Download and install patches
- * Test patches
- * Confirm patches installed correctly
- * **System Performance Checks** * Disk usage
- * CPU usage
- * RAM usage
- * Network usage
- * Free up server storage space
- Maintaining your server's health is crucial to ensuring its availability and performance. Here's a checklist of essential tasks:
- * **Run regular malware scans** * Run regular malware scans using anti-virus software like Windows Defender or Malwarebytes to detect and remove malicious software.
- * **Clear Temp Files** * Remove temporary files that accumulate in the Windows directory and other locations, keeping your system tidy and reducing disk usage.
- * **Defragment Your Hard Drive** * Automatically defragment your hard drives, including connected ones, by running the built-in tool. Schedule regular defragmentation sessions to optimize performance and stability.
- * **Check for Outdated Drivers** * Regularly check your drivers using the Device Manager (Windows + R) and update them as needed to prevent performance issues and maintain software compatibility. To update outdated drivers, open devmgmt.msc and expand each category until you find the specific device needing an update. For example, right-click on "Sound, video and game controllers" and select "Update driver".
- * **Schedule automatic maintenance** * Set up automatic maintenance to schedule with third-party software to ensure regular scans, updates, and backups are performed without manual intervention. This will help maintain the health of your server. A well-maintained server is crucial for its smooth operation. Regularly check for issues such as outdated control panels, hardware needs updating, application updates, OS updates, system security, hofixes, service packs, and remote vulnerabilities.
- * **Ensure backup archive integrity, verify backups, and test recoveries.** In addition to maintaining the server itself, it's essential to maintain the physical server room where it exists. This includes tasks such as monitoring RAID alarms, disk usage, user accounts, hardware errors, and ensuring regular maintenance is performed without interruptions.
- * **Cooling system maintenance and electrical upkeep are crucial. Regular cleaning of the room and floors is necessary. Ensure uninterrupted power supply with battery backup in case of an outage. Inspect for water or moisture damage and check all cables (power and data). Verify fire suppression systems, including sprinklers, are functioning properly.
- * **Perform regular security audits and threat scanning weekly, monthly, and quarterly, with web applications accounting for 95% of security breaches. Automate updates with Zapier integration. Regularly clean up old logs, emails, and service versions no longer in use. Limit disk usage to prevent security issues and data loss.
- * **Monitor server utilization (disk, CPU, RAM, network) to avoid performance issues or corruption. Using automated patch management tools and monitoring systems for timely updates is crucial. Manually updating servers can lead to missed important updates, putting them at risk of being hacked. Hackers often scan for vulnerable systems within hours of an issue being disclosed, making rapid response key to safety. To ensure server safety, automate or schedule regular checks for updates, with weekly checks recommended for most OS versions and monthly checks for older ones. Monitor release notices from your distribution to stay informed about major security threats. Changing passwords every three months, or sooner if you share them, is another good practice. Consider departmental and local policies hidden to keep password changes added to your update control panel software. Use change management update managed applications separately, as needed. For example, manually update PHP versions in WHM/Cpanel. Monitor RAID status to prevent complete system failures due to single disk failure. Automate runs to start whenever a RAID alarm goes off. Verify remote management tools work for co-located or dedicated servers, including essential help plan ahead and auto scheduling during national holidays or weekends, when you may not have access to expert assistance. Instead, opt for weekdays when issues can be swiftly addressed. Conduct regular security audits using tools like Nessus to monitor system configuration, OS updates, and potential security risks. We recommend performing these checks at least 4 times a year, with monthly reviews being the minimum safe interval. Run malware scans on your server machines as part of your routine process. ClamAV is a reliable tool for detecting viruses and malware on Linux machines. Verify TCP/IP settings are correct to prevent address and routing issues in business networks. Our team has extensive experience with various operating systems, including Linux, Ubuntu, CentOS, Red Hat, Fedora, Debian, and SUSE. We provide comprehensive support for all major distributions, ensuring seamless upgrades and troubleshooting. Submit feedback in the reporting section for easy reference and process standardization. Automatically update other systems using our web hooks and API, allowing customization of JSON payloads and URLs. With over 1000 pre-built integrations via Zapier, you can quickly set up connections. Here's a rewritten text that mimics a non-native English speaker (NNES):
- * Checklist for Vehicle Maintenance, yes? So many kinds: Simple, School Library Collection, Reference Collection, Construction Equipment, Preventative, Hotel, Grounds, Truck, Editable, Restaurant, Home, Property, Equipment, Vehicle, Car, Building. And then email marketing template checker, sales onboarding tracker, sales presentation content checklist, travel packing checklist, finance budget control, management, loan application, debt management, budget compliance, cost analysis, career roadmap. So much to check!"