



Client XYZ

Server Hardware:

Hardware Logs Check: (check for any hardware problems)	Fan failure, need to replace
Hard Disk Cleanup: (delete temp files, recycle bin , IE cache)	Complete
Hard Disk Capacity Check: (check for disk space capacity on all drives)	32% free space on C drive. 94% free space on D drive.
Hard Disk Tools: (run Scandisk and Defrag as needed)	Ran Defrag on C: - 10/31/07 Ran Defrag on D: - 9/25/07

Server Software:

Windows Update: (download and install latest Windows Updates)	21 Windows Updates needed at this time.
Software Logs Check: (check for any application/Windows problems)	Program posting errors, need to download fix.
Antivirus Update Check: (check that virus signatures have been updated)	Server up to date with virus definitions. License expires 12/5/07.
Antivirus Logs Check: (check for any virus threats on your network)	No viruses found on Server.
Antispam Logs Check: (checks for any Spam issues)	10000 emails rejected since last check
Security Logs Check: (checks for any security problems)	No Security Issues

Server Backup:

Server Backup Check: (verifies backup is running correctly)	Backup successfully ran this week
Exchange Backup Check: (verifies emails are being backed up)	Backup of email failed, need to reconfigure backup job
Other Specialized Backups: (verifies backups to other PC's, etc...)	Backup to computer named OFFICE1 successful

Miscellaneous:

Reboot Server:	Server rebooted on 11/1/07
Domain Name Expiration:	abc.com – expires on 7/11/08
Website Hosting Expiration:	N/A
Other Specialized Maintenance:	