

Monthly Maintnace Report and check list

Customer Name: _____ Maintenance Date : _____

		Network/LAN/WAN	Explanation
Hub/Switch	Checked for Excessive Heat	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	_____
	Excessive Dust	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	_____
Router	check the report for introuisions	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	_____
VPN	Update/configuration <input type="radio"/> Yes <input type="radio"/> No		
Remote Desktop	Setup/ configuration <input type="radio"/> Yes <input type="radio"/> No		
		Server	Explanation
	Backup check	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	_____
	Event History Check	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	_____
	Local Drive space check	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	_____
	Fragmentation check	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	_____
	Dust cleaning	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Run ATF cleaner <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Battery backup APC	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Check users/group for unknown users <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Maleware check and update <input type="checkbox"/>	Virus check and update <input type="checkbox"/>	

Office and operatories computers

Win XP SP updates Win 7 SP updates Other _____

<input type="checkbox"/> Run ATF	<input type="checkbox"/> Malware updates	<input type="checkbox"/> Installing new Software
<input type="checkbox"/> Window Temp removal	<input type="checkbox"/> Maleware run	<input type="checkbox"/> Installtion new Camera
<input type="checkbox"/> Current User Temp	<input type="checkbox"/> Virus scan Update	<input type="checkbox"/> Other _____
<input type="checkbox"/> All user Temp	<input type="checkbox"/> Virus scan Run	_____
<input type="checkbox"/> Cookies	<input type="checkbox"/> Delete files that begin with a tilde	_____
<input type="checkbox"/> Temp. Internet Files	<input type="checkbox"/> Outlook check	_____
<input type="checkbox"/> Prefetch Files	<input type="checkbox"/> %Temp% check	_____
<input type="checkbox"/> Java Cache	<input type="checkbox"/> Scan disk run from DOS	_____
<input type="checkbox"/> Recycle Bin	<input type="checkbox"/> Defragmentation check	_____
<input type="checkbox"/> MS updates	<input type="checkbox"/> Old Application removal	_____
<input type="checkbox"/> Adobe Updates	<input type="checkbox"/> check for unknown users	_____
<input type="checkbox"/> Printer updates	<input type="checkbox"/> Illegal software removal	_____
<input type="checkbox"/> Label printer updates	<input type="checkbox"/> Check internal fans	_____
<input type="checkbox"/> Internet Lockup	<input type="checkbox"/> LCD check	_____
<input type="checkbox"/> Check Device manager	<input type="checkbox"/> Reboot the system	_____

Comments: _____

To the best of my knowledge, the questions on this form have been accurately answered.

 SIGNATURE