

Broward NetWorks

Remote Server Maintenance Checklist

Server Name _____ Start Date _____ End Date _____

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12
Date												
HDD 1 Total												
HDD 1 Free												
HDD 2 Total												
HDD 2 Free												
HDD 3 Total												
HDD 3 Free												
Device Manager												
MS Critical Updates												
MS Software Updates												
Hardware Updates												
Anti Virus Updates												
System Logs												
Security Logs												
Application Logs												
DNS Logs												
FRS Logs												
Directory Service Logs												
Anti Virus Logs												
MBSA												
Services												
Exchange Badmail												
Anti Virus Quarantine												
Backups												

g = good m = may need service soon l = needs immediate attention c = minor problem corrected