



## Daily/Weekly Server Maintenance Checklist

City Downtown Server / Alex M. / 10 Apr 2023

**Complete**

Score	<b>85.71%</b>	Flagged items	<b>1</b>	Actions	<b>0</b>
<b>Server / Site</b>	City Downtown Server				
<b>Inspected by</b>	Alex M.				
<b>Date and Time</b>	10.04.2023 10:30 PST				
<b>Location</b>	1a Mercer St, New York, NY 10013, USA				

## Flagged items

1 flagged

Audit / Daily

### Cloud Services: Check Resource Consumption

Issue found

Newly installed PABX panel should have been installed parallel with the rack.

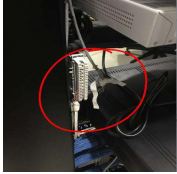


Photo 1

## Audit

1 flagged, 85.71%

**Daily or Weekly server maintenance?**

Daily

## Daily

1 flagged, 85.71%

Active Directory:

**Domain Controllers - Check replication (Logs, Replmon, Perform Manual Replication)**

Done - No Issues

Hardware:

**Cloud Services: Check Resource Consumption**

Issue found

Newly installed PABX panel should have been installed parallel with the rack.

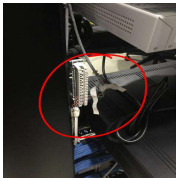


Photo 1

**Server/SAN/Networking: Physically check all equipment**

Done - No Issues

**Switch - Check fans and power supplies**

Done - No Issues

Networking:

**VPN: Check Utilization, Latency & Packet Loss**

Done - No Issues

OS/Software:

**Check Backups and Replication**

Done - No Issues

**Check Windows Services**

Done - No Issues

## Completion

### Comments

One non-business impacting issue found that will be resolved during the weekend to avoid issues. Assigned the job to John. I will send out a notification to staff as FYI.

### Name and Signature



Alex M.  
10.04.2023 10:40 PST

## Media summary



Photo 1