

Maintenance - Checklist

Below is a list of periodic tasks to perform. Details on how to achieve these tasks are available from the Division.

List of Periodic Tasks to Perform

Daily

Backups
Checking previous backup log
Arranging for offsite disks/tapes to be collected and stored
Server log book
Check event logs

Weekly

Trial restore of backup data
Disk space check (to ensure at least 20% free)

Monthly

Trial restore
Create Emergency Repair Disks (ERD)
Defragmentation
Chkdsk

Quarterly

Software upgrades
Retention tapes (if necessary)

Annually

Disk clean up
Review/upgrade hardware/software/backup media
Review/upgrade Operating System (O/S)

Ad-hoc

Summary revised – when new PCs or new hardware applied
Service packs – Test and apply when appropriate
ERD (when new hardware installed or new user added)
Antivirus software updates