

More Power Computers, Inc.

Example Preventative Maintenance Schedule

Category	Frequency	MoreAware™
Network Inspection		
• Physical Inspection of Network Room (A/C functioning, nominal temperature, UPS devices functioning normally, etc.)	Monthly	✓
• Physical Inspection of cable management (loose/broken ends, strained cable runs, etc.)	Monthly	✓
• Physical Inspection of Switches and Routers (dust, temp, loose fastening, power cables, etc.)	Monthly	✓
• Devices are labeled properly	Monthly	✓
• Update documentation (Note new, moved or replaced equipment and/or connectivity on network documentation)	Monthly	✓
Server Preventative Maintenance		
• Physical Inspection (loose cables, dust, case intrusion etc.)	4 Months	✓
• Hardware is running optimally (no disk or memory space issues)	4 Months	✓
• Backups are occurring on a regularly scheduled basis	4 Months	✓
• Launch full backup, time permitting	4 Months	✓
• Operating System (make sure that critical and pertinent optional updates are installed)	4 Months	✓
• Software on the machines (make sure it is the most current)	4 Months	✓
• Anti-virus software is updating and scanning regularly	4 Months	✓
• Full anti-virus scan of computer's hard drive	4 Months	✓
• Any unresolved problems are addressed	4 Months	✓
• Machines are labeled properly	4 Months	✓
Switch, Router, Firewall Preventative Maintenance		
• Physical Inspection (loose cables, dust, etc.)	4 Months	✓
• Perform full backup of configuration (where pertinent)	4 Months	✓
• Review and upgrade Firmware/Software	4 Months	✓
• Re-load and/or modify configuration (where necessary)	4 Months	✓
• Any unresolved problems are addressed	4 Months	✓
• Devices are labeled properly	4 Months	✓
Desktop Preventative Maintenance		
• Physical Inspection (loose cables, dust, case intrusion etc.)	6 Months	✓
• Operating System/Drivers (make sure that critical and pertinent optional updates are installed)	6 Months	✓
• Software on the machines (make sure it is the most current)	6 Months	✓
• Hardware is running optimally (no disk or memory space issues)	6 Months	✓
• Anti-virus software is updating and scanning regularly	6 Months	✓
• Full anti-virus scan of computer's hard drive	6 Months	✓
• Check certificates where applicable (most likely software specific only)	6 Months	✓
• Ensure each computer can access two or more printers	6 Months	✓
• Any unresolved problems are addressed	6 Months	✓