

IT Checklist

This is by no means a complete list but rather a guideline for basic IT functions that should be performed regularly.

Daily:

- Check event logs of every server.
- Check backup logs of every server. Look for skipped files.
- Change tapes in each server daily.
- Update off site tape storage.
- Troubleshoot user problems as needed.
- Document everything you have fixed or performed maintenance on.

Weekly:

- Clean Servers, check for .tmp files, and other file pollution.
- Research, Research, Research.
- Reboot Servers if needed.
- Keep up-to-date on IT news regarding my networks.
- Evaluate software for System Admin and user purposes.
- Verify that virus definitions are updating on all servers and PCs.

Monthly:

- Test restore procedure on each server.
- Plan for future upgrades.
- Set System and Application priorities: If more than one thing is broken, what needs to be fixed first.
- Manage off-site storage of backup tapes, whether you take them home or a service picks them up.
- IT System vulnerability analysis: (If something crashes, what will be the impact on other things and what will be the process for recovering?)
- Keep network documentation up to date.
- Periodically review workload. Are some things no longer done?
- Periodically review company technical environment. How can it be improved?
- Performance monitoring.
- Meet with management to discuss status of network and plan for future changes.

Initial or Occasionally:

- Fully document the network. (Diagram, software list, user list, password list, vendor list, license list, etc.)
- Prepare written procedures for routine tasks and troubleshooting and provide to users. (re-booting, printer settings, etc.)