

# Monthly Server Maintenance Schedule

**FIRST LINE  
SUPPORT**

Hamilton House  
1B Howard Street  
Oxford OX4 3AY  
t: 01865 260220  
w: www.firstline-it.com  
e: support@firstline-it.com

**Company:**

**Date:**

**Method:** Telephone / Remote / Visit

**Engineer:**

Task Description	OK	FAILED	Results	Ticket Raised	Notes
Disk Free Space (All Disks)	•	•			
Active Services Started and Functional			NA =>		
Exchange Mailbox Store Sizes					
Exchange Server Functionality			NA =>		
Back up Software Status			NA =>		
Back up Software Routine Functionality			NA =>		
Anti Virus/Spam Licensing Status					
Anti Virus Scan & Results			NA =>		
Server(s) Monthly Reboot			NA =>		
Security & Patch Updates (Server(s))			NA =>		
Check Event Logs			NA =>		
Terminal Server Admin Console			NA =>		