SYSTEM ADMINISTRATION MAINTENANCE CHECKLIST!

USER PROBLEMS

List your problems, give us a call, then sit back and enjoy your beverage

MAINTENANCE TASKS

Black = Monthly, Green = Quarterly

NIGHTLY BACKUP IS WORKING!

- ❍ Date of Last Backup:
- ❍ Version of Retrospect Client:
- ❍ Energy Saver Set to "Never Sleep"

DISKS

- ❍ Repair Disks
- ❍ Repair Disk Permissions
- ❍ Clean Caches
- ❍ Check S.M.A.R.T. Status of Drive.
- ❍ At Least 5GB free space on System HD?
- ❍ DiskWarrior
- ❍ iDefrag (Heavy AV Users Only)

HARDWARE

- ❍ Enough RAM & Drive Space?
- ❍ Test w/ TechTool Pro and/or Apple Hardware Test

SOFTWARE UPDATES

- ❍ Apple Software Updates
- ❍ Adobe CS2 Updater
- ❍ MS Office 2004 AutoUpdate
- ❍ Virus Defs (if used)
- ❍ Manually Update Remaining Apps

FONTS

- ❍ Confirm Minimal System Fonts
- ❍ Incorporate New "Added Fonts" into Team's Font Tune-Up

TROUBLESHOOTING:

- ❍ Troubleshoot Any User's Issues (look left)
- ❍ Confirm Mac HelpMate Installed
- ❍ Check Error Logs. (Remove or Archive After Checking)

HYGIENE

- ❍ Clean Display
- ❍ Computer Case
- ❍ Keyboard/Mouse

RECORD KEEPING

- ❍ Update "My Mac Memory Book"
- ❍ Update Serial Number Lists
- ❍ Check Warranty Status

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