

Example Maintenance Report

Server Backups

Exchange

Successfully completed on 1/23/45. Next scheduled backup will occur on 6/7/89.

Phone System

Successfully completed on 1/23/45. Next scheduled backup will occur on 6/7/89.

SQL Database

Failed to complete on 1/23/45 due to error.

Error: Data backup failed due to SQL server being available.

Details: The SQL server was unavailable during the backup operation, but has since been brought back up.

Hardware Status

Server-1

- Drive A: 50.25GB free of 100GB.
- Drive B (Backups): 100GB free of 900GB.
- CPU usage is low at around 10%.
- RAM usage is high at 7.59GB of 8.00GB.

NOTE: Memory usage is abnormally high on Server-1. Analysis has determined that the print spooler service was locked up. The print spooler has since been reset and RAM usage is back down to normal levels.

Server-2

- Drive C: 1.23GB free of 200GB.
- CPU usage is low at around 15%.
- RAM usage is moderate at around 4.01GB of 12.00GB

NOTE: Drive C was low on space, and it was determined that file replication was the root cause. Space has since been cleared to normal levels.

Computer Status

Computer name	Missing Updates	Failed Updates
PC-002	21	0
PC-014	0	2
Server-1	78	0

Anti-Virus

Version:	4.1, Build 9.2.003
Latest Available Version:	4.2, Build 9.3.001
Antivirus Definition:	1/23/45 Revision 2
Proactive Threat Protection:	6/78/90 Revision 1
Network Threat Protection:	1/23/45 Revision 17

Summary

Several backups were successful this week, but the SQL operation was unable to be completed due to the server being unavailable, but this has since been resolved. Memory usage on Server-1 was abnormally high in-part to a server locking up, but the server has been restarted to fix the issue. Server-2's C-drive was running low on space, but is now back to stable operation. Lastly, several computers including Server-1 require many important updates.