

Network Maintenance Checklist

Storm King Computer Consulting will use the following checklist when maintaining your network. I recommend quarterly or semi-annual network maintenance. However, I will work with you to determine the frequency and cost of a maintenance program that is right for your network.

Initial network evaluation typically takes two to four hours. Subsequent network service takes approximately two hours. For computers and servers, initial service typically takes one hour per computer, and two hours per server. Peripheral tune-ups typically take one-half to one hour.

Network Evaluation

- Evaluate your network's performance, security, and reliability.
- Analyze your network security for vulnerabilities.
- Monitor your network's traffic for bottlenecks.
- Assess your network resources (printers, file servers, application servers, etc.) for reliability

Critical Data Backup

- Ensure you are backing up your critical data on a regular basis.
- Perform data backup and recovery tasks.

Network Maintenance

- Install, schedule, and coordinate server, router, firewall, switch and PC firmware/utilities/applications for optimum performance and take preventative measures to prevent hardware/software failures and security threats.

Initial Maintenance

- Defragment your hard drives.
- Run ScanDisk and surface scans.
- Run disk-cleanup utilities.
- Update system firmware, utilities, and software.
- Install and run anti-virus/anti-spyware software.
- Develop a disaster recovery plan.
- Optimize system performance.
- Document your system/network configuration.
- Perform a security audit.
- Perform system security and hardening tasks.
- Check cables and wires for defects and proper termination.
- Replace/repair improper cabling.

Subsequent Maintenance

- Review logs for indicators of developing problems.
- Perform routine maintenance.
- Update system firmware, utilities, and software.
- Verify that virus/spyware updates and scheduled scans are performed on a routine basis.
- Optimize system performance.
- Perform updated security audit
- Perform system security and hardening tasks.

Network Peripheral Device Service

- Evaluate and configure network printers, scanners, copiers and other devices for optimal performance.