Daily Checklist for _____
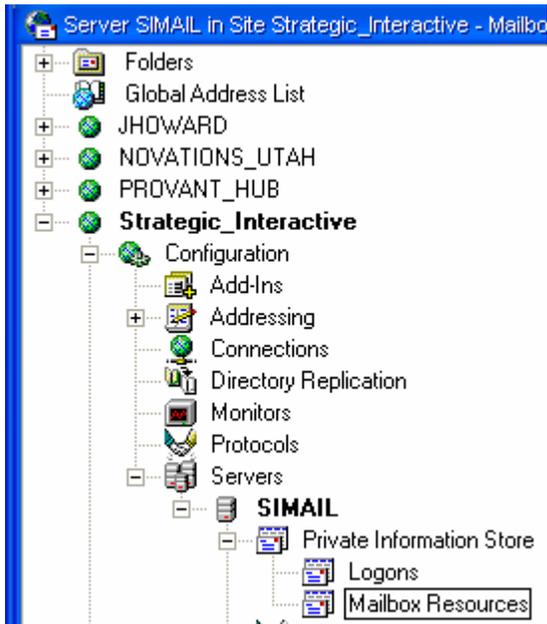
☐		Review status report e-mails from Critical Wireless (generator status) and from sibackup1@siweb.com (backup jobs from SIDEVSQL, NLTDEMO, NLTFILES, OPUS). **If you don't receive a message from one of the servers, the job probably failed.** Backup status: If any backup jobs failed, attach copy of log as evidence and note corrective action.
	☐	Generator status: Ensure "**All Systems Normal**" appears in summary
	☐	Backup status: SIDEVSQL job succeeded?
	☐	Backup status: NLTDEMO job succeeded?
	☐	Backup status: NLTFILES job succeeded?
	☐	Backup status: OPUS job succeeded?
☐		Mondays, Fridays: Perform daily backup procedure (check backup consoles, swap tapes). Refer to \\nltfiles\files\Function Areas\Infrastructure\Quality Documents\Procedure-DailyBackupTasks.doc
☐		If any employees departed the day before, perform tasks outlined on Employee Delete Checklist (requires updating). Refer to \\nltfiles\files\Function Areas\Infrastructure\Employee Delete Checklist.doc. Attach as evidence and note corrective action.
☐		Check the firewalls' events and disk space:
	☐	Check \\SIEXTRANET – event viewer
	☐	Check \\SIEXTRANET – disk space
	☐	Check \\SIINTRANET – event viewer
	☐	Check \\SIINTRANET – disk space
☐		Check \\SIMAIL's events, disk space, LiveUpdate, and mailbox sizes
	☐	Check \\SIMAIL – event viewer – also see LiveUpdate below
	☐	Check \\SIMAIL – Live Update – look for evidence in the Application event log viewer: ▪ EventID: 30 or 31 ▪ Event Time: 4:01 AM ▪ Type: Information ▪ Source: NAV for Microsoft Exchange ▪ Comment: "LiveUpdate was successful. New virus definitions were retrieved." or

		"LiveUpdate has determined that no update is necessary…" The event viewer entry may not appear every day. If that's the case, verify by running LiveUpdate on \\SIMAIL. (This will produce an entry in the Application event log with EventID 25, and Source and Type as above.)
	☐	Check \\SIMAIL – disk space
	☐	Check \\SIMAIL – mailbox sizes (Exchange Administrator: **Strategic_Interactive** -> Servers -> SIMAIL -> Private Information Store -> Mailbox Resources); sort by Total K column.
☐		Check \\OPUS – disk space (C, E, F, H, Z) – ??
☐		Check \\SIDEVSQL – disk space
☐		Periodically check \\TELEVANTAGE disk space, event viewer, and disk cleanup/defrag
	☐	Monday: check \\TELEVANTAGE event viewer
	☐	Monday: check \\TELEVANTAGE disk space
	⊟	First Monday of the month: check the status of \\TELEVANTAGE scheduled jobs to ensure that the disk clean up job ran (scheduled for 10:30 PM on the last Friday of the previous month) **NOTE: This job is currently disabled.**
	⊟	First Monday of the month: check the status of \\TELEVANTAGE scheduled jobs to ensure that the disk defragmenter job ran (scheduled for 11:30 PM on the last Friday of the previous month) **NOTE: This job is currently disabled.**
☐		Check domains and certificates for renewal (see SINetworkInfo.xls)
☐		Open the Symantec System Center application and check \\SIADMIN – ensure NAV

KEY:		RULES:
☐	Task was not performed	• Outside checkboxes denote parent tasks
☑	Task was performed	• Inside checkboxes denote child tasks
⊟	Task performance not required.	• Parent tasks are not complete unless each of the associated child tasks are complete.

		attempted to download updated virus defs
☐		Check the FM200 Panel – note error digit display; key to digit on panel door
☐		Check ADT Panel
☐		Periodically (every couple of days) log into WinPak and unbuffer the panels.
☐		Ensure you're logged off of WinPak
☐		Turn off monitors in server room
☐		(optional) Print off a copy of this checklist for the following workday.
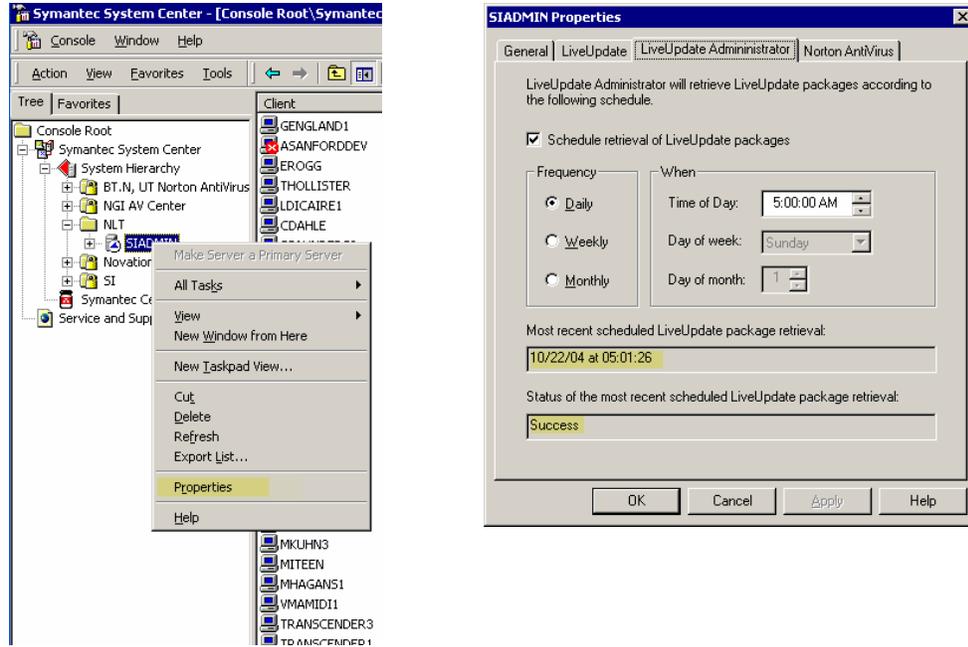
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