

Windows Server maintenance checklist

Task	Daily	Weekly	Monthly	Initial/Occasionally
Check event logs				
Incremental backup				
Antivirus logs and updates				
Check windows updates and suggest any critical updates and impact				
Backup DFS namespace configuration				
verify previous days backup job				
Monitor available disk space				
Capture service performance statistics				
Capture service usage statistics				
Review quota levels				
Compliance check - make sure shares are created in proper location				
Review daily problem management report				
Weekly service activity report				
Check status of DFS				
Respond to daily service request				
Creating new directories, shares, and security groups, new accounts, disabling/deleting old accounts, managing account policies				
Ensure that all server services are running.				
Check Print Queues.				
Weekly normal backup				
ASR (Automated System Recovery) backup				
Review disk fragmentation				
Capture size of DFS namespace				
Create quota report				
Create a service performance and usage report				
Create system load and utility report				
Capture configuration screenshot				
Permissions and files system management where appropriate.				
Clean Servers				
Implement any new policy, permission, logon script, or scheduled server modification.				
Maintaining applicable Service Level Agreements.				
Rollup activity report to monthly metric (helps to plan staffing levels and check incident management function)				
Get a performance baseline for things like %Processor Time, Pagefileing, Disk Queues.				
Periodically reviewing all of the above, is documentation up to date?				
Periodically reviewing workload.				

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