






















SERVER MANAGEMENT CALENDAR

While many server administration tasks can be automated, it's important to have consistent monthly procedures and system documentation available for how every server in your infrastructure is setup and maintained. This calendar outlines our recommended monthly system administration tasks to ensure optimal server performance and uptime.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 Update server software and apply any patches. Restart servers.	 Review server reports / logs and take action as required.		 Perform hardware and software inventory.		 Review cloud backup usage and alerts. Order additional resources if needed.	
 Perform restoration mock drills on backup systems.		 Verify any new servers are being monitored and backed up.	 Review network and bandwidth utilization.	 Organize office and physical server room (if applicable).	 Review system crons and automations to ensure they are still functioning as expected.	
 Update server software and apply any patches. Restart servers.	 Review Malware / AV Versions and Updates.		 Review server reports / logs and take action as required.		 Review monitoring system performance.	
 Test Infrastructure failover (quarterly).	 Verify the health of the drive arrays (RAIDs).		 Review temporary and log file directories. Clear if necessary.	 Review infrastructure usage / plan for new server deployments.	 Update remote management tools.	
 Review active system users and purge any inactive accounts.	 Review server / IT documentation and update as required.	 Review server reports / logs and take action as required.				



QUICK TASKS



PLANNING AND ORGANIZATION



CRITICAL TASKS

Want to improve your system performance or reduce time spent on system administration? Consider one of our comprehensive server monitoring and management packages. Whether you need proactive server monitoring 24x7, or a full server management team, we can help.

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