

Jobsheet



NUMBER94

Plot 1266
Nashua House, Luthuli Road, Old Industrial
Gaborone Botswana
Tel: 3113686
Email: accounts@altanovabw.com

Client	Engineer	Date	Time In	Time Out	Total Hours	Chargeable Hours
Signal Hands	admin	07/02/22	02:00:00	05:00:00	3	2:00
					0:00	0:00
					0:00	0:00

CHARGE CODE

Contract		Car Used	B722AZU	Project	None	Remote Access	No
Non Contract		Overtime	afterhours	DRS	0	Travel Charge(Kms)	0

STANDARD ROUTINE CHECK LIST PROCEDURE

Server Tasks	Details				Initial
Check event viewer/ all logs are resolve					
Disk Space over 80% needs attention	Server Drive :				
	Server Drive :				
	Server Drive :				
Verify succesfull backup (Fix and report any failures below)	Date:	2022-02-07			
Tested Restore of Backups	Date:	2022-02-07	Weekly:	Monthly:	
Verify Users and Groups (Add/Delete as Requested)					
Review Firewall Logs (Report suspicious activites)					
Verify UPS is working optimally (Do test power failure)	Date:	0000-00-00			
Update Antivirus Definition Files	Def Date:	2022-02-07			
General Network operation: Speed, Internet, Email, Antivirus					
Run Necessary Tests after any changes					
Check users are satisfied an working correctly					
Report Items attended to and items outstanding to contact					

WORK CARRIED OUT ON SITE

Username	Details	Resolution	User Test and Sign

EXTRA WORK REQUIRED / RECOMMENDATIONS

jinjojn

CUSTOMER DECLARATION - BY APPROVING THIS JOB SHEET YOU ARE AGREEING THAT THE WORK HAS BEEN CARRIED OUT SUCCESSFULLY AND AGREE TO PAY THE AMOUNT CHARGED IN FULL

Customer Comments