

Jobsheet



NUMBER85

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
Bluethorn	admin	15/12/21	08:00:00	19:00:00	11	2:00
					0:00	0:00
					0:00	0:00

CHARGE CODE

Contract	X	Car Used		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:	2021-12-15			
Tested Restore of Backups	Date:	2021-12-15	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:	2021-12-15			
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
1			
1			
1			

EXTRA WORK REQUIRED / RECOMMENDATIONS

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