

Jobsheet



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

NUMBER 90

Client	Engineer	Date	Time In	Time Out	Total Hours	Chargeable Hours
Signal Hands	admin	1969-12-31	01:51:00	02:51:00	1	2:00
					0:00	0:00
					0:00	0:00

CHARGE CODE

Contract		Car Used		Project	None	Remote Access	No
Non Contract		Overtime	None	DRS	10	Travel Charge(Kms)	0

STANDARD ROUTINE CHECK LIST PROCEDURE

Server Tasks				Details			Initial
Check event viewer/ all logs are resolve				xxx xx			
Disk Space over 80% needs attention		Server Drive :	xxxddd	xxx			
		Server Drive :	ssss	xxx			
		Server Drive :	ss	xxx			
Verify succesfull backup (Fix and report any failures below)		Date:	2022-01-17	xxx			
Tested Restore of Backups		Date:	2022-01-17	Weekly:	Monthly:		
Verify Users and Groups (Add/Delete as Requested)				xxx			
Review Firewall Logs (Report suspicious activites)				xxx			
Verify UPS is working optimally (Do test power failure)		Date:	2022-01-18	xxx			
Update Antivirus Definition Files		Def Date:	2022-01-17				
General Network operation: Speed, Internet, Email, Antivirus				xxxxx xx			
Run Necessary Tests after any changes				xxxxxxxx xx			
Check users are satisfied an working correctly				xxxxxxxxxxxxxx			
Report Items attended to and items outstanding to contact				xxxx			

WORK CARRIED OUT ON SITE

Username	Details	Resolution	User Test and Sign
admin	x	x	
admin	x	x	
admin	x	x	

EXTRA WORK REQUIRED / RECOMMENDATIONS

xxxxxxxxx    xxxxxxxx

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