

Jobsheet



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

NUMBER 109

Client	Engineer	Date	Time In	Time Out	Total Hours	Chargeable Hours	Ticket No
Signal Hands	Raymond Keitshokile	21/02/22	00:00:00	00:00:00	0	0	0

CHARGE CODE

Contract		Car Used		Project	None	Remote Access	No
Non Contract		Overtime	None	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:					
Tested Restore of Backups	Date:		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:					
Update Antivirus Definition Files	Def Date:					
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

xx

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

yesd