Month/Year …………………….……

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| **Daily Operation Checklist** |

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Server Capacity** |
| 1. XXXX |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CPU < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RAM < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hard disk < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| รายละเอียดปัญหาที่พบ |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. XXXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CPU < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RAM < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hard disk < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| รายละเอียดปัญหาที่พบ |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. . XXXXXXXx |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CPU < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RAM < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hard disk < 90% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| รายละเอียดปัญหาที่พบ |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Network bandwidth** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Main Link XXXX To XXXX |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ต้องไม่เกิน < XXXX Mbps หรือ Kbps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| รายละเอียดปัญหาที่พบ |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Monthly Operation Checklist** |

| ผลการตรวจสอบประสิทธิภาพการทำงานของอุปกรณ์สารสนเทศ ประจำเดือน ต้องไม่เกิน < 90% | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. ผลการตรวจสอบอุปกรณ์ Server ทั้ง 3 อุปกรณ์ ประจำเดือน |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. ผลการตรวจสอบ Network bandwidth ทั้ง 1 Link ประจำเดือน ต้องไม่เกิน < XXXX Mbps หรือ Kbps |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |