



VISIT REPORT

Company:

Contact Name:

Address:

Phone #:

Fax #:

#	System Check Points	Status			NOTES
		B	G	E	
1	Server Hardware				
2	System Files and Folders				
3	Sharing Permissions				
4	DNS				
5	DHCP				
6	Exchange Server				
7	C: Partition Free Space				
8	SQL Data Base Backup				
9	Clients Workstations				
10	Backup & Restore				
11	Check Antivirus programs				

REMARK:

Date	
Start Time	
End Time	
Total Time	