# Server Maintenance Log

*Purpose:* This document is intended to track routine server maintenance activities, including performed tasks, responsible personnel, and any incidents or observations during the process. It serves as a record for operational review, compliance, and future reference.

## General Information

* **Server Name:** {serverName}
* **Server Type:** {serverType}
* **Operating System:** {operatingSystem}
* **Department:** {department}
* **Maintenance Date:** {maintenanceDate}
* **Maintained By:** {maintainedBy}

## Maintenance Tasks

{#tasks}

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Status** | **Notes** |
| {description} | {status} | {#tasks}{notes}{/tasks} |

{/tasks}

## Incidents Reported During Maintenance

{^incidents}

*No incidents were reported during this maintenance session.*

{/incidents}

{#incidents}

|  |  |  |  |
| --- | --- | --- | --- |
| **Incident Time** | **Description** | **Impact** | **Resolution** |
| {time} | {description} | {impact} | {#incidents}{resolution}{/incidents} |

{/incidents}

## Follow-up Actions

{^followUps}

*No follow-up actions required at this time.*

{/followUps}

{#followUps}

1. {description} - *Assigned to:* {assignedTo}, *Due date:* {dueDate}

{/followUps}

## Additional Notes

{additionalNotes}