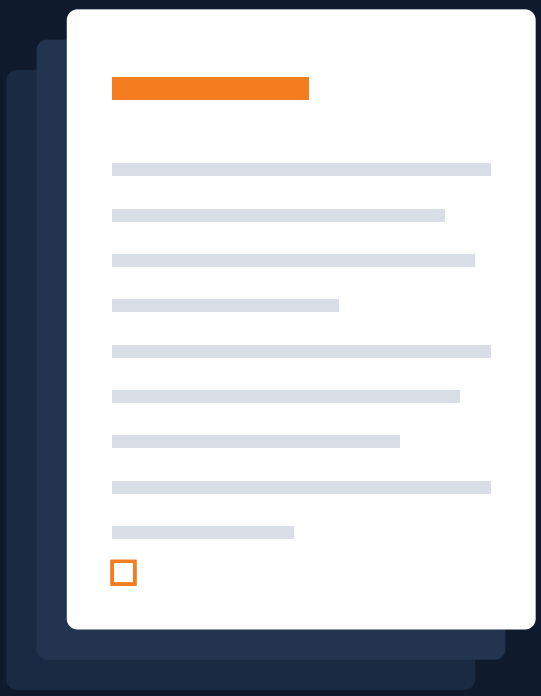
Documentation
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FREE TEMPLATE

TECHNICAL DOCUMENTATION

Maintenance Manual

Scheduled maintenance, backup routines and service procedures for production systems.

INTENDED USERS

IT Operations, DBAs, SREs

TYPICAL USE CASE

Scheduled maintenance, backup routines

About this template

A Maintenance Manual describes the recurring work that keeps systems healthy: what must be done, how often, by whom, how to do it safely, and how to record it. It turns tribal knowledge into a repeatable schedule.

Detail	
Intended users	IT Operations, DBAs, SREs
Typical use case	Scheduled maintenance, backup routines

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Document title		**Document ID**	
Version		**Owner**	
Approved by		**Effective date**	
Next review date			

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Systems Covered

System / asset	Environment	Owner	Criticality
[System]	*[Prod]*	*[Team]*	*[High]*

02 Maintenance Schedule

GUIDANCE *List every recurring task with its frequency and window.*

Task	Frequency	Window	Duration	Owner
[e.g. Patch OS]	*[Monthly]*	*[Sun 01:00-03:00]*	*[2 hrs]*	*[Role]*
[e.g. Verify backups]	*[Weekly]*			

03 Pre-Maintenance Checklist

GUIDANCE *Complete before any maintenance window.*

	Item
☐	*[Change request approved: CR no. ...]*
☐	*[Stakeholders notified]*
☐	*[Fresh backup verified]*
☐	*[Rollback plan ready]*
☐	*[Monitoring silenced / maintenance mode on]*

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04 Procedure: [Task name]

GUIDANCE *Copy this section for each maintenance task.*

#	Action	Who	Verification
1	*[Action]*	*[Role]*	*[Check / result]*
2			
3			
4			

05 Backup Routine

Backup type		**Tool**	
Schedule		**Storage location**	
Retention		**Restore test frequency**	

06 Post-Maintenance Verification

	Item
☐	*[Services healthy]*
☐	*[Error rates normal]*
☐	*[Monitoring re-enabled]*
☐	*[Stakeholders notified of completion]*

07 Maintenance Log

GUIDANCE *Record every completed maintenance activity.*

Date	Task	Performed by	Result	Issues / notes

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