

	INFORMATION SYSTEMS MAINTENANCE PROCEDURE OF THE INFORMATION TECHNOLOGIES DEPARTMENT	Document No:	BİDB.PRS.002
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1. PURPOSE

The purpose of this procedure is to define the rules to be followed in the maintenance and inspection of the hardware and equipment of the systems managed by the Information Technologies Department of Cyprus Aydın University.

2. SCOPE

This procedure covers the hardware and equipment used in the information systems managed by the Information Technologies Department of Cyprus Aydın University. The Information Technologies Department is responsible for the implementation of this procedure.

3. IMPLEMENTATION

- 3.1 An Annual Hardware and Equipment Maintenance Plan shall be prepared covering the hardware and equipment of the systems managed by the Information Technologies Department.
- 3.2 The monitoring and control of the maintenance plan shall be carried out by the Information Technologies Department.
- 3.3 For system room maintenance, records of the supplier company providing the maintenance service shall be kept. The personnel of the supplier company performing the maintenance shall be recorded in the System Room Access Tracking Form, and all maintenance activities shall be carried out under the supervision of Information Technologies Department personnel. A service report related to the maintenance activities performed by the supplier shall be requested and retained by the Information Technologies Department.
- 3.4 Maintenance of computer laboratories shall be carried out before the examination periods specified in the academic calendar.
- 3.5 Maintenance of security camera systems shall be planned from the end of the Spring Semester until the beginning of the Fall Semester.
- 3.6 Maintenance of security turnstile systems shall be planned from the end of the Spring Semester until the beginning of the Fall Semester.

Prepared By	Checked By	Approved By
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