



**Action: Check Event Logs**

**Reason:** OS errors are logged here & some SQL errors are logged here.  
OS & SQL usually warns you before a problem becomes critical.

**Method:** Control panel, admin tools\event viewer\

**Action: Check SQL Error Logs**

**Reason:** SQL errors are logged here, SQL usually warns you before a problem becomes critical.

**Method:** SEM: servers | error log, scroll to bottom (ctrl+end) = most recent.  
If get errors, tap in number into BOL.

## **WEEKLY**

**Action: Save all server configuration info.**

**Reason:** You need more than just the db backup to rebuild a SQL server.

**Method:** ISQL/W: Create stored procedures to get config info. etc & output to txt files.

## **MONTHLY**

**Action: Do a test restore of a db backup**

**Reason:** Sometimes backups don't work eg due to errors found by DBCC commands.

**Method:** Create a test device, restore from tape to a bkup device, restore, then run DBCC checks on it.