

ITS Network Operations Center Daily Tasklist

Time	Activity	Role	Note	Sign-Off
0:00	Shift Turnover	Primary/Primary		
0:30	NOC Mailbox Check	Secondary		
1:00	Hill Center Facilities Walkthrough	Primary		
1:30	NOC Mailbox Check	Primary		
1:30	Data Center Facilities Walkthrough	Secondary		
2:00	Inventory Audit	Primary		
2:30	NOC Mailbox Check	Secondary		
3:00	Hill Center Facilities Walkthrough	Secondary		
3:30	NOC Mailbox Check	Primary		
4:00	Inventory Audit	Secondary		
4:30	NOC Mailbox Check	Secondary		
5:00	TeleVU Channel Scan	Primary		
5:30	NOC Mailbox Check	Secondary		
6:00	Inventory Audit	Primary		
6:30	NOC Mailbox Check	Primary		
7:00	Hill Center Facilities Walkthrough	Secondary		
7:30	NOC Mailbox Check	Secondary		
8:00	DHS Homeland Security Report	Primary		
8:00	Audit of Unclosed Changes	Secondary		
8:30	NOC Mailbox Check	Primary		
9:00	Tape Check/Swap	Secondary		
9:30	NOC Mailbox Check	Secondary		
10:00	Daily Blacklist Report	Primary		
10:30	NOC Mailbox Check	Primary		
11:00	Check Copier Toner Levels	Secondary		
11:30	NOC Mailbox Check	Secondary		

Date _____

ITS Network Operations Center Daily Tasklist

Time	Activity	Role	Note	Sign-Off
12:00	Shift Turnover	Primary/Primary		
12:30	NOC Mailbox Check	Primary		
13:00	Tape Check/Swap	Secondary		
13:30	NOC Mailbox Check	Secondary		
14:00	TeleVU Channel Scan	Primary		
14:30	NOC Mailbox Check	Primary		
15:00	Audit of Unclosed Changes	Primary		
15:30	NOC Mailbox Check	Secondary		
16:00	Daily Blacklist Report	Secondary		
16:30	NOC Mailbox Check	Primary		
17:00	Submit/Execute VLAN Changes	Primary		
17:00	Hill Center Facilities Walkthrough	Primary		
17:30	NOC Mailbox Check	Secondary		
18:00	Process rack requests	Primary		
18:00	Data Center Facilities Walkthrough	Secondary		
18:30	NOC Mailbox Check	Primary		
19:00	Hill Center Facilities Walkthrough	Secondary		
19:30	NOC Mailbox Check	Secondary		
20:00	Data Center Facilities Walkthrough	Primary		
20:30	NOC Mailbox Check	Primary		
21:00	Hill Center Facilities Walkthrough	Primary		
21:30	NOC Mailbox Check	Secondary		
22:00	Data Center Facilities Walkthrough	Secondary		
22:30	NOC Mailbox Check	Primary		
23:00	Hill Center Facilities Walkthrough	Secondary		
23:30	NOC Mailbox Check	Secondary		

Date _____