



NEW YORK CITY  
**CHARTER SCHOOL** CENTER

It's about great public schools.

{School Name/Logo}  
TECHNOLOGY MAINTENANCE PLAN:  
YEAR 20XX

# TECHNOLOGY MAINTENANCE PLAN TEMPLATE

20XX

Plan Author: \_\_\_\_\_  
Planning Team: (names, positions)  
School Address:

#	Maintenance Area	Frequency	Timing (during day, week, month, year)	Responsible Person(s)	Comment
1	Network check				
2	Back up of data - Administration				
3	Back up of data – Academic/ Faculty				
4	Back up of data – Student				
5	Hardware review and replacement				
6	Software review and replacement				
7	Other equipment (Copier, Smart Board, Projector, cameras...)				

\*\*\*\* Pair this with a tracking sheet/on-line form for actually conducting the maintenance checks