SOLARWINDS

# The DBA Success Checklist

Checklists are one of the simplest ways to stay ahead of problems. As a Database Administrator, you're responsible for keeping **data secure**, **reliable**, and **running smoothly**—and that means **the small things matter**. This guide is built to be your daily co-pilot, helping you catch issues early, so they don't turn into bigger problems down the line.

## DAILY TASKS

- [ ] **Monitor system health**
  Check CPU, memory, disk I/O, and active connections. Scan logs for high-cost queries, blocking, and unusual wait spikes.
- [ ] **Verify jobs and alerts**
  Confirm backups and maintenance tasks completed successfully. Ensure alerts are correctly configured and firing.
- [ ] **Check capacity and space**
  Monitor database growth trends and ensure sufficient free disk space on critical drives.
- [ ] **Review security events**
  Scan logs for failed login attempts or suspicious activity. Validate new accounts, role changes, and permissions. Enforce least-privilege access.
- [ ] **Tune queries and stats**
  Update statistics and review slow or expensive queries.
- [ ] **Validate HA/DR readiness**
  Confirm replication and failover systems are healthy, synchronized, and in the correct state.

## WEEKLY TASKS

- [ ] **Check fragmentation and orphaned objects**
  Review fragmented indexes, orphaned rows, and missing keys.
- [ ] **Verify backups**
  Test-restore a small dataset to validate backup reliability.
- [ ] **Review trouble tickets and postmortems**
  Analyze recent tickets to identify recurring issues and create proactive alerts or update documentation.
- [ ] **Assess DevOps changes**
  Review database schema deployments, rollbacks, and top resource-consuming SQL statements for tuning opportunities.
- [ ] **Review configuration drift**
  Compare current system settings against baselines to catch unauthorized or accidental changes.

## MONTHLY TASKS

- [ ] **Run a full restore drill**
  Restore a full database in a test environment. Document recovery time (RTO) and recovery point (RPO).
- [ ] **Test disaster recovery**
  Update DR documentation and test failover procedures.
- [ ] **Plan for capacity**
  Measure growth rates and project storage needs for the next 6–12 months.
- [ ] **Apply patches**
  Install vendor security patches, cumulative updates, and hotfixes.
- [ ] **Review indexes and statistics**
  Remove unused or duplicate indexes and refresh statistics.
- [ ] **Check certificate expirations**
  Audit SSL/TLS and database certificates and renew those nearing expiration.

## QUARTERLY / AS NEEDED TASKS

- [ ] **Plan upgrades and migrations**
  Inventory dependencies and test rollback plans in staging.
- [ ] **Benchmark performance**
  Run workload tests to compare against established baselines.
- [ ] **Audit security and compliance**
  Conduct reviews of privileged accounts and access.
- [ ] **Review cloud costs and quotas**
  Analyze database spend, monitor usage limits, and optimize allocations.

# Platform-Specific Checklists

## SQL SERVER

### DAILY TASKS

- [ ] **Run integrity checks**
  Use `DBCC CHECKDB`. Supplement with commands like `DBCC CHECKIDENT` for identity column consistency.
- [ ] **Monitor performance**
  Use DMVs and Query Store to analyze costly queries and detect regressions.
- [ ] **Check logs**
  Review Windows Event Logs and SQL Server Error Logs for warnings.
- [ ] **Optional maintenance automation**
  Consider Ola Hallengren's Maintenance Solution for backups, integrity checks, and index/statistics maintenance.

### MONTHLY TASKS

- [ ] **Validate backups**
  Perform a test restore using a full backup.
- [ ] **Review statistics**
  Refresh table/index statistics to maintain optimizer accuracy.

## ORACLE

### DAILY TASKS

- [ ] **Check instance health**
  Validate database instance and listener status. Review sessions for locks.
- [ ] **Review logs**
  Monitor the Alert Log for errors.
- [ ] **Check space management**
  Track tablespace utilization, including temporary and undo tablespaces.
- [ ] **Verify backups**
  Confirm success of RMAN and Data Pump backups.

### WEEKLY TASKS

- [ ] **Gather statistics**
  Use `DBMS_STATS` to refresh schema and database-level statistics.

### MONTHLY TASKS

- [ ] **Review patches**
  Apply Oracle Critical Patch Updates (CPUs) or security fixes.

## POSTGRESQL

### DAILY TASKS

- [ ] **Daily TasksRun integrity checks**
  Use `pg_checksums` to detect corruption.
- [ ] **Maintain tables**
  Run `VACUUM` (or confirm autovacuum) to reclaim space and update planner stats.
- [ ] **Check performance**
  Use pg_stat_statements for slow queries and `pg_stat_activity` for locks or long-running queries.

### WEEKLY / AS NEEDED TASKS

- [ ] **Reindex critical tables**
  Run `REINDEX` on heavily updated tables as needed.
- [ ] **Review partitioning**
  Evaluate large tables for partitioning opportunities.

### MONTHLY TASKS

- [ ] **Validate backups**
  Restore from `pg_dump` or physical backups in a test environment.

## MYSQL / MARIADB

### DAILY TASKS

- [ ] **Check integrity and optimization**
  Run `mysqlcheck` and use `OPTIMIZE TABLE` to reclaim unused space.
- [ ] **Monitor performance**
  Use `SHOW FULL PROCESSLIST` to spot long-running or blocked queries.
- [ ] **Verify replication**
  Check replication status and binary logs.
- [ ] **Check capacity**
  Monitor database and table sizes to stay within thresholds.

### WEEKLY / AS NEEDED TASKS

- [ ] **Verify backups**
  Perform a test restore to confirm recoverability.
- [ ] **Review indexes**
  Identify and remove unused or duplicate indexes.
- [ ] **Check error logs**
  Review MySQL error logs for warnings or recurring issues.

### MONTHLY TASKS

- [ ] **Audit users and privileges**
  Review account changes and ensure least-privilege access.
- [ ] **Review configuration drift**
  Compare `my.cnf/my.ini` with baselines.