## **Server Downtime Documentation**

Date of Incident
Time Downtime Started
Time Downtime Ended
Total Downtime Duration
Total Downline Duration
Affected Services/Applications
Description of Downtime
Root Cause
Actions Taken
Improat / Lagua/Cuptoma Affactad)
Impact (Users/Systems Affected)

Pagnangible Paragnal		
Responsible Personnel		
Additional Notes		
Additional Notes		

## **Timeline of Events**

Time	Event	Details