

# Operating policy regarding the mailing list service's maintenance work

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Academic Computing and Communications Center , University of Tsukuba

ML service offers a safe and stable service by quickly performing the maintenance work regarding the security. We manage the maintenance work by the following operating policy.

We may cause some inconvenience for those who use the ML due to the maintenance. Thank you for your understanding and cooperation.

## ◆ Dealing with the situational maintenance work

### ◎Scheduled maintenance

- We will perform the maintenance between 4:30 - 6:30 in the morning on the 4th Wednesday every month.
- We will inform the maintenance notification in advance on the 3rd Wednesday from the ACCC to the ML administrator, whether or not the maintenance will be held or not.

### ◎Unexpected maintenance

- There are some cases where we must respond to the problem earlier than the scheduled maintenance. In this case, we will notify the ML administrator regarding the unexpected maintenance.
- Usually, we will plan the maintenance after a few days from sending the notification. Please note that if the situation is critical we might start the maintenance without providing enough time to notify. Thank you for your understanding.

### ◎Emergency maintenance

- If the situation requires urgent response, we may have to respond to the problem as fast as possible to ensure the security without taking enough time to notify the system administrators. In this case, we will report after completing the maintenance. Thank you for your understanding.
- We will report as quick as possible after the maintenance.

## ◆ Information about the maintenance schedule

### ◎Schedule regarding the maintenance

We will notify the system administrator through mail, but also on the webpage below.

<http://ml.cc.tsukuba.ac.jp/maintenance>

※After the maintenance, we will post the completion of the maintenance on the same page.