

**INFORMATION , COMMUNICATION AND TECHNOLOGY DEPARTMENT**

**PREVENTIVE MAINTENANCE CHECKLIST**

**STAFF DETAILS**

Staff Name \_\_\_\_\_

Level \_\_\_\_\_

Origination \_\_\_\_\_

Department \_\_\_\_\_

Phone Ext \_\_\_\_\_

**NO :**

**MAINTENANCE DETAIL**

Service Period \_\_\_\_\_

Date Start \_\_\_\_\_ Date Finish \_\_\_\_\_

Time Start \_\_\_\_\_ Time Finish \_\_\_\_\_

Reference F.S.R. No \_\_\_\_\_

**PC PREVENTIVE MAINTENANCE DETAILS**

System Model \_\_\_\_\_ Serial Number \_\_\_\_\_

Category \_\_\_\_\_

<b>Common Task PC Maintenance</b>	<b>Check (Tick)</b>	<b>Note</b>
General cleaning of the equipment		
Head Check and Service		
Fuser Check and Service		
Network Connection Check		
Self-Diagnostic Test		
System Functional Test		
System Networking Test		
System Printing Test		
Antivirus Database/License		

I certify the above service has been carried out to my satisfaction and I hereby acknowledge acceptance.

\_\_\_\_\_

**Staff Name & Sign and Date**

**For Information, Communication and Technology Department**

\_\_\_\_\_

**Signature & Date**

**Name :**