**IT4U Maintenance Report**

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| Date - 22/02/2025 | Device – PC |
| Maintenance performed by – Ashby Scattini | S/N - 162017 |

**Computer Hardware Maintenance**



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| **Item** | **Yes/No/Comments** |
| Take a moment to jot down all makes, models and serial numbers of the computer | Yes |
| Wipe down the monitor, keyboard and mouse with alcohol-free wipes. | Yes |
| Flip keyboard over and shake out debris. Blow out keys and mouse using canned compressed air. | Yes |
| Clean external intake grills in the front and in the back of the PC with compressed air. Be sure to get the power supply grill and exhaust fan. | Yes |
| Unplug and open the case. Use compressed air to remove dust and debris from internal fans and case. | Yes |
| Check power and ribbon cable connections to devices, make sure cables provide unobstructed airflow. | Yes |
| Inspect computer parts for damage (assign action for repair/replacement) | Yes/ Damaged HDD(Whirling/Clicking sound) |
| Assigned Action: | Remove and replace. |
| Damage part fixed | HDD |
| Close the case and replace screws | Yes |
| Store and dispose of used components according to organisational environmental guidelines | Yes |

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| IT4U Approval | Webpages Advance Approval |
|  |  |
| Signature | Signature |
| Ashby Scattini | John |
| Name | Name |