IT4U Maintenance Report – Instructions

This is a 10-step sequence of instructions to complete the maintenance report.

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1. **Record Device Information**

* Note the computer’s make, model, and serial number to assist with documentation of maintenance.

1. **Clean External Components**

* Clean the keyboard, mouse, and display using alcohol-free wipes.

1. **Remove Keyboard Debris**

* Turn the keyboard over and give it a little shake to release any debris.
* Use canned compressed air to clean the mouse sensor and remove dust and other debris from between the keys.

1. **Clean External Vents & Grills**

* Clean the intake grills on the front and rear of the PC, including the exhaust fan and power supply grill, using compressed air.

1. **Power Down and Open the Case**

* Unplug the PC from power.
* Carefully remove the side panel to access the internal components.

1. **Remove Internal Dust and Debris**

* Use Compressed air to clean internal components, including fans, heatsinks, and exposed sections inside the case.

1. **Check Cable Management**

* Inspect power and ribbon cable connections. Check they are secure and do not obstruct airflow.

1. **Inspect Internal Components**

* Look for signs of damage, such as loose connections, burnt components, or dust buildup that may cause overheating.

1. **Assigning Actions for Repairs**

* Note the damage part/s and any other identified issues.
* Replace all damaged parts and rectify any issues.
* Make sure old parts and discarded components are disposed of correctly.

1. **Reassemble and Final Check**

* Secure all connections, close the case, plug in the PC and ensure proper functionality before completing the report.