

37 MILITARY HOSPITAL PATHOLOGY DIVISION		COMPUTER PREVENTIVE MAINTENANCE LOGSHEET	PREPARED DATE: 02/06/2014
			EFFECTIVE DATE: 01/01/2018
VERSION: 002	REFERENCE NO: PD/TEC/REC/007		AUTHOR: LT A M YAKUBU

DEPARTMENT:

MONTH/YEAR:

COMPUTER ONE ID:						
DAY	Clean monitor	Clean keyboard	Clean mouse	Clean system unit	Clean printer	Initial
1						
2						
3						
4						
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26						
27						
28						
29						
30						
31						

Reviewed by:

Signature/date:

COMPUTER TWO ID:						
DAY	Clean monitor	Clean keyboard	Clean mouse	Clean system unit	Clean printer	Initial
1						
2						
3						
4						
5						
6						
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31						

Reviewed by:

Signature/date:

INSTRUCTIONS FOR USE: IDENTIFY COMPUTER AS COMPUTER ONE OR COMPUTER TWO. TICK FOR EACH DAY EQUIPMENT IS MAINTAINED. IF APPLICABLE DISINFECT PRINTER. IN THE EVENT OF ANY NON-CONFORMITY OR FAULT, RECORD IN THE NONCONFORMING EVENTS FORM AND EQUIPMENT FAULT/SERVICE REPORT FORM RESPECTIVELY.