

HOSTNAME : WI101N20004A**LOCATION**Level : 1
Department : Emergency Dept (ED)
Room Name : L1-ED-027
Room ID : L1-ED-027**CPU**Brand : i5
Model : HP ProBook 450 G4
Serial Number : 5CD71289CD
Processor Type :
RAM : 8GB**NETWORK**Network Port :
Type Port : Static
IP :**TAGGING**Device In Tag :
Need Replacement :
Date Replaced :**CHECKLIST****Computer**

- | | |
|---|---|
| 1) Empty recycle bin & delete *.tmp/*.dmp | Yes |
| 2) Change local admin password | Yes |
| 3) Check and Perform :- | |
| a) Window updates(latest version) | Yes |
| b) Microsoft Office 2016 (Make sure activated) | Yes |
| c) Software Chrome, PDF Reader, 7 zip & Java JDK v6u45 | Yes |
| 4) Antivirus SEP V14 | |
| a) Check and review pattern. State last update | Yes |
| b) Perform full scanning | Yes |
| 5) Run GP update & reboot | Yes |
| 6) Check UPS functionality (Switch off wall plug power) | |
| 7) Antivirus SEP V14 | |
| a) CPU and FAN (Vacuum and brush the CPU and check the CPU's cooling fan is working) | Yes |
| b) RAM (Take out, brush and plug in) | Yes |
| c) Mouse and keyboard (Make sure is free of dust and grime. Test the functionality) | Yes |
| d) Monitor / Screen (Clean the monitor / screen by using spray cleaner and cloths) | Yes |
| e) CD-ROM/DVD Drive(Clean the laser and tray by using CD cleaner disk) | Yes |
| f) Check Cable Tidiness (Make sure the tidiness of cable) | Yes |
| g) Check connection (Make sure all data cables and power cables are snug in the their connection) | Yes |
| h) Check Signal(Check LED signal of hard-disk, CPU and monitor) | |
| 8) Check Harddisk Storage | Drive : C Used Space : Free Space : |
| | Drive : D Used Space : Free Space : |
| Defragmentation Analysis Result (%) : | Type : |

REMARKSAdmin : test data
testuser : wow 2
verifier_workstation :ok la

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Admin 01/01/1970	testuser 01/01/1970	Not Yet

NOTE: This PPM Form is computer generated and no signature is required