

**HOSTNAME : WI101C10002A**
**LOCATION**

Level :  
Department :  
Room Name :  
Room ID :

**CPU**

Brand :  
Model :  
Serial Number : HP ProDesk 400 G4  
Processor Type :  
RAM :

**MONITOR (for computer only)**

Brand :  
Model :  
Serial No :

**UPS (for computer only)**

Brand :  
Model :  
Serial No :

**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)	Yes		
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 their connection)	Yes		
h) Check Signal(Check LED signal of hard-disk, CPU and monitor)	Yes		
8) Check Harddisk Storage	Drive : C	Used Space :	Free Space :
	Drive : D	Used Space :	Free Space :
Defragmentation	Analysis Result (%) :	Type :	

**REMARKS**

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 31/03/2021	testuser 31/03/2021	verifier_workstation workstation 31/03/2021

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