KONSORTIUM proHAWK

COMPUTER & NOTEBOOK
Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE
HOSPITAL TUNKU AZIZAH

YEAR : 2021

HOSTNAME : WI652C11060A

LOCATION
[/] Level : 6
[/] Department : Medical Record Dept
[/] Room Name : L6-MR-021A
[/] Room ID : L6-MR-021A

CPU
[/] Brand : Dell
[/] Model : OptiPlex 3046
[/] Serial Number : 41S21H2
[/] Processor Type : i5
[/] RAM : 8GB

MONITOR (for computer only)
[/] Brand : Dell
[/] Model : E2016H
[/] Serial No : 1HMP3D2

UPS (for computer only)
[/] Brand : APC
[/] Model : BX1100LI-MS
[/] Serial No : 3B1609X11116

NETWORK
[/] Network Port : A.6.1.066
Type Port : Static
IP : 10.61.60.26

TAGGING
[/] Device In Tag :
Need Replacement : No
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	2004
b) Microsoft Office 2016 (Make sure actiivated)	Yes	
c) Software Chrome, PDF Reader, 7 zip & Java JDK v6u45	Yes	
4) Antivirus SEP V14		
a) Check and review pattern. State last update	No	02/05/2021
b) Perform full scanning	No	30/04/2021
5) Run GP update & reboot	Yes	
6) Check UPS functionality (Siwtch 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 datat cables and power cables are sug in the their connection)	Yes	
h) Check Signal(Check LED signal of hard-disk, CPU and monitor)	Yes	

8) Check Harddisk Storage	Drive : C	Used Space : 52.8 GB	Free Space : 174 GB
	Drive : D	Used Space : 24.0 GB	Free Space : 203 GB

Defragmentation	Analysis Result (%) : 2%	Type : Do not need to defrag

REMARKS

Muhammad Amir Hakim : - UPS don't have sound - PC in good condition

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Muhammad Amir Hakim 03/05/2021	Kamaliana 04/05/2021	Khairulnizam Mat Kasa 01/07/2021

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