

HOSTNAME : WI101C10003A
LOCATION

Level : 1
Department : Emergency Dept
Room Name : L1-ED-118
Room ID : L1-ED-118

CPU

Brand : i5
Model : HP ProDesk 400 G4
Serial Number : HP ProDesk 400 G4
Processor Type : i5
RAM : 8GB

MONITOR (for computer only)

Brand : HP
Model : HP P203
Serial No : CNC70505LZ

UPS (for computer only)

Brand : APC
Model : BX1100LI-MS
Serial No : 3B1608X11946

NETWORK

Network Port : A.1.4.070
Type Port :
IP :

TAGGING

Device In Tag : Yes
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 | 1912 |
| 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 | 22/03/2021 |
| b) Perform full scanning | Yes | 16/03/2021 |
| 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 : 55 Free Space : 22 |
| | Drive : D | Used Space : 55 Free Space : 55 |
| Defragmentation | Analysis Result (%) : 34 | Type : Do not need to defrag |

REMARKS

| SERVICED BY | ACKNOWLEDGED BY | VERIFIED BY |
|-------------------------|------------------------|-------------|
| Technical 04/03/2021 | testuser 04/03/2021 | Not Yet |

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