KONSORTIUM proHAWK

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

PLANNED PREVENTIVE MAINTENANCE
HOSPITAL TUANKU AZIZAH

YEAR : 2020

HOSTNAME : WI101N10007A

LOCATION
Level : 1
Department : Emergency Dept (ED)
Room Name : L1-ED-077
Room ID : L1-ED-077

CPU
Brand : i5
Model : HP Probook 640 G3
Serial Number : 5CG712468R
Processor Type : i5
RAM : 8GB

NETWORK
Network Port : 2.1
Type Port : Static
IP : 10.0.20.2

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
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	Yes
b) Perform full scanning	Yes
5) Run GP update & reboot	Yes
6) Check UPS functionality (Siwtch 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 datat cables and power cables are sug 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 :

REMARKS

verifier_workstation :good

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
05/04/2021	testuser	verifier_workstation workstation 05/04/2021

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