

HOSTNAME : WI652C11055A
LOCATION

☐ Level : 6
☐ Department : Medical Record Dept
☐ Room Name : L6-MR-021A
☐ Room ID : L6-MR-021A

UPS (for computer only)

☐ Brand : APC
☐ Model : BX1100LI-MS
☐ Serial No : 3B1609X11119

CPU

☐ Brand : Dell
☐ Model : OptiPlex 3046
☐ Serial Number : 43B41H2
☐ Processor Type : i5
☐ RAM : 8GB

NETWORK

☐ Network Port : A.6.1.059
 Type Port : DHCP
 IP :

MONITOR (for computer only)

☐ Brand : Dell
☐ Model : DELL E2016H
☐ Serial No : 5JMP3D2

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 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	02/05/2021
b) Perform full scanning	Yes	30/04/2021
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 : 58.4 GB Free Space : 169 GB
	Drive : D	Used Space : 148 MB Free Space : 227 GB
Defragmentation	Analysis Result (%) : 2%	Type : Do not need to defrag

REMARKS

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