Konsortium proHAWK

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

PLANNED PREVENTIVE MAINTENANCE
HOSPITAL TUANKU AZIZAH

YEAR : 2020

HOSTNAME : WI652C11041A

LOCATION
[/] Level : 6
[/] Department : Medical Record Dept
[/] Room Name : L6-MR-014
[/] Room ID : L6-MR-014

UPS (for computer only)
[/] Brand : APC
[/] Model : BX1100LI-MS
[/] Serial No : 3B1608X11813

CPU
[/] Brand : HP
[/] Model : ProDesk 400 G4
[/] Serial Number : SGH712PD7Y
[/] Processor Type : i5
[/] RAM : 8GB

NETWORK
[/] Network Port : A.6.1.067
Type Port : DHCP
IP :

MONITOR (for computer only)
[/] Brand : Hp
[/] Model : P203
[/] Serial No : CNC70505FF

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	1909
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	04/05/2021
b) Perform full scanning	Yes	07/08/2020
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 : 50.7 GB	Free Space : 174 GB
	Drive : D	Used Space : 148 MB	Free Space : 224 GB

Defragmentation   Analysis Result (%) : 3%   Type : Do not need to defrag

REMARKS

Muhammad Amir Hakim : - PC Stored at L6-MR-009 - PC in good condition

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Muhammad Amir Hakim 05/05/2021	Kamaliana 06/05/2021	Khairulnizam Mat Kasa 10/05/2021

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