KONSORTIUM proHAWK

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

PLANNED PREVENTIVE MAINTENANCE
HOSPITAL TUANKU AZIZAH

YEAR : 2020

HOSTNAME : WI101C10001A

LOCATION
Level : 1
Department : Emergency Dept
Room Name : L1-ED-001
Room ID : L1-ED-001

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 : CNC70505FJ

UPS (for computer only)
Brand : APC
Model : BX1100LI-MS
Serial No : 3B1608X09973

NETWORK
Network Port : A.1.4.064
Type Port : DHCP
IP :

TAGGING
Device In Tag :
Need Replacement :
Date Replaced :

CHECKLIST

Computer

Item	
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)	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 :	Free Space :
	Drive : D	Used Space :	Free Space :

Defragmentation   Analysis Result (%) :   Type :

REMARKS

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 08/03/2021	testuser 08/03/2021	Not Yet

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