

HOSTNAME : WI101C10010A
LOCATION

Level : 1
Department : Emergency Dept (ED)
Room Name : L1-ED-026A
Room ID : L1-ED-026A

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 : CNC70505R6

UPS (for computer only)

Brand : APC
Model : BX1100LI-MS
Serial No : 3B1608X11888

NETWORK

Network Port : A.1.4.023
Type Port :
IP :

TAGGING

Device In Tag :
Need Replacement :
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 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 |
| b) Perform full scanning | Yes |
| 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 : Free Space : |
| | Drive : D Used Space : Free Space : |
| Defragmentation Analysis Result (%) : | Type : |

REMARKS

ok jadi

| SERVICED BY | ACKNOWLEDGED BY | VERIFIED BY |
|---------------------|------------------------|-------------|
| Admin 01/01/1970 | testuser 01/01/1970 | Not Yet |

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