

HOSTNAME : WI101N20002A
LOCATION

Level : 1
Department : Emergency Dept
Room Name : L1-ED-019
Room ID : L1-ED-019

CPU

Brand : i5
Model : HP ProBook 450 G4
Serial Number : 5CD71289CW
Processor Type :
RAM : 8GB

NETWORK

Network Port :
Type Port : Static
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 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

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 09/03/2021	testuser 09/03/2021	Not Yet

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