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ITD - F - 02
Rev. 01 / 12-15-2014
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## PHILKOEI INTERNATIONAL, INC.

## PC PREVENTIVE MAINTENANCE REPORT

DEPARTMENT	Information Technology Department
DATE PERIOD	December 23, 2014

Note: (Type: Server, Desktop, Laptop, Others)						
PC	Software Status Findings	Physical Status Findings	Action Taken / Remarks			
PHILKOEI-005						
Desktop	- Storage status is 89GB free out of 931GB	OV	Defragmentation			
192.168.0.5	- Error/Warning found when rebooting (See attached file)	OK	- Defragmentation			
All						
PHILKOEI-007						
NAS Server	- Storage status is 110GB free out of	OK				
192.168.0.7	- HDD is in good condition	, or				
ENG/DCT/ICG						
PHILKOEI-006						
NAS Server	- Storage status is 284GB free out of 416GB	ОК				
192.168.0.6	- HDD is in good condition					
All						
PHILKOEI-220						
NAS Server	- Storage status is 593GB free out of					
192.168.0.220	- HDD is in good condition	OK .				
ICG/NK						
PHILKOEI-020						
Desktop	- Storage status is 9GB free out of	OV	- PHILKOEI-020 is not a storage server,			
192.168.0.20	19.5GB - HDD is in good condition	ОК	domain controller only.			
All						
	PC  PHILKOEI-005  Desktop  192.168.0.5  All  PHILKOEI-007  NAS Server  192.168.0.7  ENG/DCT/ICG  PHILKOEI-006  NAS Server  192.168.0.6  All  PHILKOEI-220  NAS Server  192.168.0.220  ICG/NK  PHILKOEI-020  Desktop  192.168.0.20	PHILKOEI-005  Desktop  192.168.0.5  All  PHILKOEI-007  NAS Server  192.168.0.7  ENG/DCT/ICG  PHILKOEI-006  NAS Server  192.168.0.6  All  PHILKOEI-220  NAS Server  192.168.0.220  Desktop  Desktop  Desktop  - Storage status is 284GB free out of 416GB - HDD is in good condition  - Storage status is 284GB free out of 416GB - HDD is in good condition  - Storage status is 284GB free out of 416GB - HDD is in good condition  - Storage status is 593GB free out of 3.57TB - HDD is in good condition  - Storage status is 593GB free out of 3.57TB - HDD is in good condition  - Storage status is 99B free out of 19.5GB - HDD is in good condition	Procession			

Prepared by:

Noted by:

MDTolentino/MMCarpis/ FM Ratorique/
IT Personnel



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## PHILKOEI INTERNATIONAL, INC.

## PC PREVENTIVE MAINTENANCE REPORT

DEPARTMENT	Information Technology Department
DATE PERIOD	December 23, 2014

	PC	Software Status Findings	Physical Status Findings	Action Taken / Remarks
Computer Name	PHILKOEI-221			
Туре	NAS Server	- Storage status is 194GB free out of		
IP Address	192.168.0.221	458GB - HDD is in good condition	ОК	
Assign User	ICG/NK			
Computer Name	PHILKOEI-037			
Туре	Desktop	- Storage status of disk 1 is 15.78GB free out of 19.5GB - Storage status of disk 2 is 13.41GB free	a.,	
IP Address	192.168.0.37	out of 17.7GB - HDD is in good condition	ОК	
Assign User	Finance Dept.			
Computer Name				
Туре		]		
IP Address				
Assign User				
Computer Name				
Туре	_			
IP Address				
Assign User				
Computer Name				
Туре				
IP Address		7		
Assign User				

Prepared by:

Noted by:

MDTolert 100/MH Carpid/PMPaloruque
IT Personnel

Brian Jose R. Fuertes
IT Manager

		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
PKII		Rev. No. 00 / 12-15-2014 Page 1 of 1		PREVENTIVE MAINTENANCE CHECKLIST	
Date Type				(yyyy-mm-dd) ( <u>S</u> erver, <u>D</u> esktop, <u>L</u> aptop, <u>O</u> ther	s pls specify)
PC Name IP Address User		192.108 AU		PM performed by Start (yyyy-mm-dd hh:mm)	fmpalomique 2014 - 12 - 23 19:00
Departmen	t		DEPARTMENT	End (yyyy-mm-dd hh:mm)	
NOTE:	Please	provide tim	nestamp and details of downtime ac espe	lvisory to all concerned users if perf cially on servers	ormed during business hours
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
		1	Software Status		
	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive- srv-ip\date\folder1	-not applicable for servers (auto back-up)
	S,D,L	1.2	Disk(s) storage and health status  disk1: _842 / 03\GB	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4:	WITH EPFOR (See oftached file)
			disk2:	disk5:	
			disk3:	disk6:	
	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	-manually purge thru/usil
	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	- not applicable for servers
	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	-not applicable for servers since servers have no applications
		2	Physical Status		- removed un-massary fix
	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	- Done lox
	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	-Done lose
	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	
	mploye	e .	Prepared by	:   	Noted by:  IT Manager

Employee

ů

SMART Failure Predicted on Hard Disk 1: ST31000340AS-(S2)

UARNING: Immediately back-up your data and replace your hard disk drive. A failure may be imminent.

Press F1 to Continue

ITD - F - 05			PHILKOEI INTERNATIONAL, INC.		
PK		Rev. No. 00	/ 12-15-2014	PREVENTIVE MAINTER	NANCE CHECKLIST
		Page 1 of 1		I IVEA FIA : IA F IN WISA I FI	TARGE GILORLIGI
Data		<b>2014</b>	10 - 23	Annu mm del	
Date Type		<u>2014</u> S		(yyyy-mm-dd) ( <u>S</u> erver, <u>D</u> esktop, <u>L</u> aptop, <u>O</u> ther	s nls specify)
PC Name			1-007	(Screen, Beskop, Euptop, Scien	5 5.5 5500.337
IP Address		192.168		PM performed by	motoleritimo
User			PUMG / DESIGN CENTER / ICG	Start (yyyy-mm-dd hh:mm)	
Departmen	t	m	DEDARTMENT	End (yyyy-mm-dd hh:mm)	20 pt - 12 - 23 22:00
NOTE:	Please	provide tim	· -	dvisory to all concerned users if perj	formed during business hours
Status	Type(s)	Item(s)	Particulars	cially on servers Task details	Notes/Remarks
Status	1,100,10,	1	Software Status		
	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive- srv-ip\date\folder1	server has dotta redundancy
	S,D,L	1.2	Disk(s) storage and health status	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health	
—			disk1: 2-57TB/ 2-68TB disk2:	disk4:disk5:	
			disk3:	disk6:	
		<u> </u>	uisky.	S/W cleaning tool such as	
	S,D,L	1.3	Purge temporary/cache files	ccleaner or ATF-cleaner may be used	
	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
	Ð,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	n/9
	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	nla
		2	Physical Status		
	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	
	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	
			Prepared by	:	Noted by:
				his	Spin
<del></del>	mplove		HI Barer	nnel	/ If Manager

ITD - F - 05				PHILKOEI INTERN	ATIONAL, INC.
PK		Rev. No. 00 / 12-15-2014		PREVENTIVE MAINTENANCE CHECKLIST	
		Page 1 of 1		PREVENTIVE MAINTER	ANOL CHECKLIST
Date		2014		(yyyy-mm-dd)	
Туре				( $\underline{S}$ erver, $\underline{D}$ esktop, $\underline{L}$ aptop, $\underline{O}$ then	s pls specify)
PC Name		<b>BHITKOE</b>			
IP Address		1012. 108	٠٥٠ن	PM performed by _ Start <i>(yyyy-mm-dd hh:mm)</i> _	Impaloruque
User		AU		Start (yyyy-mm-dd hh:mm) _	2014-17-23 18:00
Departmen	t	IT	DEPARTMENT	End (yyyy-mm-dd hh:mm)	2014 - 12 - 23 22:00
NOTE:	Please	provide tim	·	dvisory to all concerned users if perf cially on servers	ormed during business hours
Status	Type(s)	item(s)	Particulars	Task details	Notes/Remarks
		1	Software Status		
	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive- srv-ip\date\folder1	-not applicable Cauto back-up)
	S,D,L	1.2	Disk(s) storage and health status	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health	
—			disk1: 132 / 416 GB	disk4:	
			disk2:	disk5:   disk6:	
		<del>                                     </del>	disk3:	S/W cleaning tool such as	
	S,D,L	1.3	Purge temporary/cache files	ccleaner or ATF-cleaner may be used	-manually purge thru linex command
	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	-servers are in Linux
	Đ,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	-not applicable for servers
	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	-not applicable (no applications)
		2.	Physical Status	······································	- remove in-necessary file
	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	- DONE /OK
	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	-DONE /OR
	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	-DONE/OX
			Prepared by	:	Noted by:
			FRANCI H.	MAGNE PATOMIQUE	Rym
Employee / IT Person				nnel	/ IT Manager

		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
PKII		Rev. No. 00 / 12-15-2014		PREVENTIVE MAINTENANCE CHECKLIST	
		Page 1 of 1		PICE VENTIVE MAINTEI	TANGE OFFICENCIAL
Date		2014		(yyyy-mm-dd)	, ,,,,,
Туре				( <u>S</u> erver, <u>D</u> esktop, <u>L</u> aptop, <u>O</u> ther	's pis specify)
PC Name			E1 - 220	DM and a second by	
IP Address		1012 10	<b>№</b> · 0 · 220	PM performed by Start (yyyy-mm-dd hh:mm)	MMCACPIO 1800
User				Start (yyyy-mm-uu m.mm)	2014 -12 - 23 1000
Departmen			DEPARTMENT	End (yyyy-mm-dd hh:mm)	
NOTE:	Please	provide tim	·	dvisory to all concerned users if perj cially on servers	formed during business hours
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
		1	Software Status		
				Provide details of backup incl.	not applicable
	S,D,L	1.1	Backup	Folder paths and target path (ex. \\server-ip\folder1 to \\archive- srv-ip\date\folder1	not applicable has data redundancy
:		-			
				List all disks incl. Capacity, Used	
			Disk(s) storage and health status	land Free sizes then run checkdisk	
	S,D,L	1.2		or view disks' health	
الكاا	3,0,0	1.2	disk1: 2. 977-88/3.57-TB	disk4:	
			disk2:	disk5:	
			disk3:	disk6:	
		<del> </del>		S/W cleaning tool such as	
	S,D,L	1.3	Purge temporary/cache files	ccleaner or ATF-cleaner may be	
ا لـــٰا ا				used	
				S/W tool such as malwarebytes,	
	S,D,L	1.4	Scan/Clean for Malwares	hijackthis or registry cleaner may	
	3,0,0	1,7	Scany clean for watwares	be used. Pls extract, backup and	
				specify the location of log results	
		ļ		Church 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
				S/W tool such as BelArc Advisor	not applicable
	D,L	1.5	Software(s) installed audit	may be used. Pls extract, backup	''
				and specify the location of log results	
		<u> </u>	Identify and remove	resuits	removed unnecessary files
	D,L	1.6	unlicensed/unapproved	List software(s) identified and	110012 0 00000000 7 7 1 25
	, D,E	1.0	software(s)	removed	
		2	Physical Status	· · · · · · · · · · · · · · · · · · ·	
			<u> </u>	Check for scratches, loose bolts	
	S,D,L	2.1	Visual check	and/or hinges, and deformed	
				metallic parts	
	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting,	
	3,5		cicarining of internals	boards and chassis using paint	
brush, vacuum cleaner and cloth					
	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard,	
monitor and UPS/AVR					
			Prepared by	:	Noted by:
/spr					ppu
-	melesse		y do and	onnel	-/ II Manager
Employee /T/Perso				Anniel .	1

		ITD - F - 05		PHILKOEI INTERN	ATIONAL, INC.		
PK	PKII Rev. No. Page 1 o		0 / 12-15-2014	PREVENTIVE MAINTENANCE CHECKLIST			
Date Type PC Name IP Address		2014 - 12 S PHILKOCI 1012 - 168 - 1	- 020	(yyyy-mm-dd) ( <u>Server, D</u> esktop, <u>L</u> aptop, <u>O</u> ther PM performed by			
User			(Domain compouse)	Start (yyyy-mm-dd hh:mm)			
			( 901 - 00 - 114 - 100 - 1	•			
Departmen			DEPARTMENT	End (yyyy-mm-dd hh:mm)			
NOTE:	Piease	e proviae tim	nestamp and details of downtime at espe	cially on servers	formed during business nours		
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks		
		1	Software Status				
	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive- srv-ip\date\folder1	no files to back-up nla		
	S,D,L	1.2	Disk(s) storage and health status  disk1: 10.568/19.5	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4:	PHILKOET-020 is not a storage server. Only domain controller.		
			disk2:	disk5:			
			disk3:	disk6:			
	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used			
	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results			
	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	nia		
	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	nla		
		2	Physical Status				
	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts			
	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth			
	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR			
	Prepared by:  Noted by:						
<u>E</u>	mploye	<u>——</u>	(Ny Renso	innel	17 Manager		

ITD - F - 05			PHILKOEI INTERNA	ATIONAL, INC.	
PK		Rev. No. 00 / 12-15-2014 Page 1 of 1		PREVENTIVE MAINTEN	IANCE CHECKLIST
  Date	Date 2014 - 12 - 23			(yyyy-mm-dd)	
Туре			<u> </u>	( <u>S</u> erver, <u>D</u> esktop, <u>L</u> aptop, <u>O</u> thers	s pls specify)
PC Name		PHLKOE			
IP Address		192.108	S. D. 221	PM performed by	mm carp 10
User				Start (yyyy-mm-dd hh:mm)	20H-12-23 1850
Departmen		J.T.	DEPARTMENT	End (yyyy-mm-dd hh:mm)	
NOTE:	Please	provide tim		dvisory to all concerned users if perf cially on servers	ormed during business hours
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
		1	Software Status		
	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive- srv-ip\date\folder1	not applicable has data Ridundmay
	S,D,L	1.2	Disk(s) storage and health status disk1: 2904GB / 458 GB	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4:	
			disk2:	disk5:	
		1	disk3:	disk6:	
	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	
	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	not applicable
	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	files
		2	Physical Status		
	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	
	D,L	2.3	Check peripherals & accessories	monitor and UPS/AVR	
]			Prepared by	r:	Noted by:
			(/		Man
	Employe		IV Pers	onnel	IT Manager
I	-mpioye		7,7,10/3	<u></u>	

		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
PKII		Rev. No. 00 / 12-15-2014 Page 1 of 1		PREVENTIVE MAINTENANCE CHECKLIST	
			- 12 - 23	(yyyy-mm-dd)	
ype			( $\underline{S}$ erver, $\underline{D}$ esktop, $\underline{L}$ aptop, $\underline{O}$ then	s pis specify)	
PC Name PHILLOE 1 - OS7  IP Address P2. 16g. 0 · 37			PM performed by	moltolentino	
User		ACCOUNTING / FINANCE		Start (yyyy-mm-dd hh:mm)	
Department IT DEPARTMENT End (yyyy-mm-dd hh:mm) 2014-12-23					
Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours  NOTE:  Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours  especially on servers					
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
	*.*	1	Software Status		
	S,D,L	1.1	Васкир	Provide details of backup incl. Folder paths and target path (ex. \server-ip\folder1 to \\archive- srv-ip\date\folder1	not applicable for Servers (auto-bookup) clata redundancy
	S,D,L	1.2	Disk(s) storage and health status disk1: 3.72GB/19.5GB	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4:	
			disk2: 4.29GB/17.7GB	disk5:	
			disk3:	disk6:	
	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	
	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	
	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	
2 Physical Status					
	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting boards and chassis using paint brush, vacuum cleaner and cloth	
	D,L	2.3	Check peripherals & accessories	monitor and UPS/AVR	
Prepared by:					Noted by:
T. oletin					figur
	Employe	96	/ iTreefs	onnel	/ IT Manager