| PKII | ITD - F - 02<br>Rev. 01 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PC PREVENTIVE MAINTENANCE REPORT** |
|---|---|---|

| | |
|---|---|
| **DEPARTMENT** | Administration Department |
| **DATE PERIOD** | March 01 - 31, 2015 |

**Note: (Type: Server, Desktop, Laptop, Others)**

| PC | | Software Status Findings | Physical Status Findings | Action Taken / Remarks |
|---|---|---|---|---|
| Computer Name | PHILKOEI - 025 | - Storage status is 16.5GB free out of 150GB memory of HD1<br>- Storage status is 60GB free out of 82.3GB memory of HD2<br>- Storage status is 749GB free out of 931GB memory of HD3<br>- HD1, HD2 and HD3 are in good condition | OK | |
| Type | Desktop | | | |
| IP Address | 192.168.0.25 | | | |
| Assign User | MDTolentino | | | |
| Computer Name | CDDR-02 | - Storage status is 9.53GB free out of 97.5GB memory of HD1<br>- Storage status is 0.3GB free out of 368GB memory of HD2<br>- HD1 condition is good but HD2 requires disk clean up to improve the memory status<br>- Introduce new anti-virus software called COMODO | OK | - Back-up and disk clean up was performed to improve the memory status of HD2 |
| Type | Desktop | | | |
| IP Address | 192.168.0.122 | | | |
| Assign User | FMPalomique | | | |
| Computer Name | PHILKOEI - 094 | - Storage status is 6.1GB free out of 97.5GB memory of HD1<br>- Storage status is 201.7GB free out of 244GB memory of HD2<br>- HD1 and HD2 are in good condition | OK | - HD1 and HD2 are in good condition but unnecessary softwares like Utorrent and YTD were removed |
| Type | Desktop | | | |
| IP Address | 192.168.0.94 | | | |
| Assign User | MSAblan | | | |
| Computer Name | Sallypunay | - Storage status is 227GB free out of 456GB memory of HD1<br>- Storage status is 1.19GB free out of 9.73GB memory of HD2<br>- HD1 and HD2 are in good condition | OK | - HD1 and HD2 are in good condition but unnecessary softwares like FreeGame III, iTunes and YTD were removed |
| Type | Desktop | | | |
| IP Address | Dynamic (IPv4 - only) | | | |
| Assign User | EDFlores | | | |
| Computer Name | ZNAbad-T230 | - Storage status is 305GB free out of 453GB memory of HD1<br>- HD1 is in good condition | OK | |
| Type | Laptop | | | |
| IP Address | Dynamic IP Address | | | |
| Assign User | GNBenitez | | | |

Prepared by:

FRANCIS M. PALOMIQUE
**IT Personnel**

Noted by:

Brian Jose R. Fuertes
**IT Manager**

| PKII | ITD - F - 02<br>Rev. 01 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PC PREVENTIVE MAINTENANCE REPORT** |
|---|---|---|

| | |
|---|---|
| **DEPARTMENT** | Administration Department |
| **DATE PERIOD** | March 01 - 31, 2015 |

**Note: (Type: Server, Desktop, Laptop, Others)**

| PC | | Software Status Findings | Physical Status Findings | Action Taken / Remarks |
|---|---|---|---|---|
| Computer Name | PHILKOEI - 071 | - Storage status is 7.2GB free out of 37.2GB memory of HD1<br>- HD1 is in good condition | OK | - HD1 is in good condition but unnecessary softwares like YTD is removed |
| Type | Desktop | | | |
| IP Address | 192.168.0.71 | | | |
| Assign User | GARivera | | | |
| Computer Name | PHILKOEI - 099 | - Storage status is 24GB free out of 99.9GB memory of HD1<br>- Storage status is 12.9GB free out of 365GB memory of HD2<br>- HD1 and HD2 are in good condition | OK | - HD1 and HD2 are in good condition but unnecessary softwares like Utorrent is removed |
| Type | Desktop | | | |
| IP Address | 192.168.0.99 | | | |
| Assign User | GESanMiguel | | | |
| Computer Name | PhilkoeiSatL310 | - Storage status is 15.8GB free out of 89.9GB memory of HD1<br>- HD1 is in good condition | OK | |
| Type | Laptop | | | |
| IP Address | Dynamic IP Address | | | |
| Assign User | MNMCarpio | | | |
| Computer Name | PHILKOEI - 026 | - Storage status is 36.4GB free out of 97.6GB memory of HD1<br>- Storage status is 82.5GB free out of 135GB memory of HD2<br>- HD1 and HD2 are in good condition | OK | - HD1 and HD2 are in good condition but unnecessary softwares like Utorrent is removed |
| Type | Desktop | | | |
| IP Address | 192.168.0.26 | | | |
| Assign User | VOLucasia | | | |
| Computer Name | | | | |
| Type | | | | |
| IP Address | | | | |
| Assign User | | | | |

Prepared by:

FRANCIS M. PALOMIQUE
**IT Personnel**

Noted by:

Brian Jose R. Fuertes
**IT Manager**

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: 2015 -03 *(yyyy-mm-dd)*
Type: D *(**S**erver, **D**esktop, **L**aptop, **O**thers pls specify)*
PC Name: PHILKOEI -025
IP Address: 192.168.0.25
User: mdtolentino
Department: IT / ADMIN DEPT.

PM performed by: mdtolentino
Start *(yyyy-mm-dd hh:mm)*: 2015 -03-16 17:00
End *(yyyy-mm-dd hh:mm)*: 2015 03 -16 19:00

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | BACK-UP TO 192.168.0.221/ USERS / UNISON_BACK-UPS / PHILKOEI -025 |
| ☑ | 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 | HDD condition is good. |
| | | | disk1: 10.5 / 150GB<br>disk2: 000.0 / 82.3GB<br>disk3: 749 / 931 GB | disk4: _____<br>disk5: _____<br>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 | BELARC ADVISORY RESULT WAS SAVED AT STORED ON SERVER |
| ☑ | 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 | Check status of mouse, keyboard, monitor and UPS/AVR | — |

Prepared by:

MARK TOLENTINO
**Employee**

M. TOLENTINO
**IT Personnel**

Noted by:

**IT Manager**

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: MARCH 16, 2015 (MONDAY) *(yyyy-mm-dd)*
Type: DESTOP *(Server, Desktop, Laptop, Others pls specify)*
PC Name: COOR-02
IP Address: 192.168.122
User: fmpalomique
PM performed by: fmpalomique
Start *(yyyy-mm-dd hh:mm)*: 2015-03-16 17:00
Department: ADMIN DEPARTMENT
End *(yyyy-mm-dd hh:mm)*: 2015-03-16 19:00

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | BACK-UP TO 192.168.0.221/ USERS / UNISON_BACK-UPS/ COOR-02 |
| ✓ | S,D,L | 1.2 | Disk(s) storage and health status<br>disk1: 87.97/97.5 GB (C:)<br>disk2: 365/368 GB (D:)<br>disk3: | List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health<br>disk4:<br>disk5:<br>disk6: | BACK-UP AND DELETE UNNECESSARY FILES FROM DISK 2. |
| ✓ | S,D,L | 1.3 | Purge temporary/cache files | S/W cleaning tool such as ccleaner or ATF-cleaner may be used | DONE |
| ✓ | 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 | DONE (INTRODUCE NEW ANTI-VIRUS CALLED COMODO) - ON SERVER IT TOOLS |
| ✓ | 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 | BelArc Advisory results was recorded / stored on server |
| ✓ | D,L | 1.6 | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed | DONE |
| | | **2** | **Physical Status** | | |
| ✓ | S,D,L | 2.1 | Visual check | Check for scratches, loose bolts and/or hinges, and deformed metallic parts | OK/DONE |
| ✓ | S,D | 2.2 | Cleaning of internals | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth | OK/DONE |
| ✓ | D,L | 2.3 | Check peripherals & accessories | Check status of mouse, keyboard, monitor and UPS/AVR | OK/DONE |

| Prepared by: | | Noted by: |
|---|---|---|
| FRANCIS M. PALOMIQUE | | |
| Employee | IT Personnel | IT Manager |

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: 2015 - 03 - 23 *(yyyy-mm-dd)*
Type: D *(**S**erver, **D**esktop, **L**aptop, **O**thers pls specify)*
PC Name: PHILKOEI-094
IP Address: 192.168.0.94
User: msablan
Department: Admin

PM performed by: MDTOLENTINO
Start *(yyyy-mm-dd hh:mm)*: 2015-03-23 1900
End *(yyyy-mm-dd hh:mm)*: 2015-03-23 20:10

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | PHILKOEI-007 \BACKUP-UP\BACKUPFROM_PHILKOEI094 |
| ☑ | 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: 91.4 / 97.5 GB<br>disk2: 42.3 / 244 GB<br>disk3: | disk4:<br>disk5:<br>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 | BelArc Advisory Result was recorded/stored on server |
| ☑ | D,L | 1.6 | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed | Removed utorrent and youtube downloader software |
| | | **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:

| Employee | IT Personnel | Noted by: IT Manager |
|---|---|---|
| MSablan | MDTolentino | |

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: MARCH 30, 2015 (MONDAY) *(yyyy-mm-dd)*
Type: DESTOP *(Server, Desktop, Laptop, Others pls specify)*
PC Name: Sallypunay
IP Address: DYNAMIC (IPv4-ONLY)
User: EDFLORES
PM performed by: fmpalonique
Start *(yyyy-mm-dd hh:mm)*: 2015-03-30 20:00
Department: ADMIN DEPARTMENT
End *(yyyy-mm-dd hh:mm)*: 2015-03-30

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | BACKUP FILE TO PHILKOEI 007\BACKUP\BACKUP FROM SALLYPUNAY |
| ✓ | S,D,L | 1.2 | Disk(s) storage and health status<br>disk1: 229/456 GB (C:)<br>disk2: 8.54/9.73 GB (D:)<br>disk3: | List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health<br>disk4:<br>disk5:<br>disk6: | |
| ✓ | S,D,L | 1.3 | Purge temporary/cache files | S/W cleaning tool such as ccleaner or ATF-cleaner may be used | OK/DONE |
| ✓ | 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 | OK/DONE |
| ✓ | 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 | BelArc Advisory Results was recorded/stored on server |
| ✓ | D,L | 1.6 | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed | Removed Free Game III, itunes & youtube downloader |
| | | **2** | **Physical Status** | | |
| ✓ | S,D,L | 2.1 | Visual check | Check for scratches, loose bolts and/or hinges, and deformed metallic parts | OK/ DONE |
| ✓ | S,D | 2.2 | Cleaning of internals | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth | OK/ DONE |
| ✓ | D,L | 2.3 | Check peripherals & accessories | Check status of mouse, keyboard, monitor and UPS/AVR | OK/ DONE |

Prepared by:

EDFlores
**Employee**

fmpalonique
**IT Personnel**

Noted by:

**IT Manager**

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: MARCH 30, 2015 (MONDAY) *(yyyy-mm-dd)*
Type: LAPTOP *(Server, Desktop, Laptop, Others pls specify)*
PC Name: ZNABAD-T230
IP Address: DYNAMIC IP ADDRESS
User: GNBenitez
PM performed by: fmpalomique
Start *(yyyy-mm-dd hh:mm)*: 2015-03-30 18:20
Department: ADMINISTRATION DEPARTMENT
End *(yyyy-mm-dd hh:mm)*: 2015-03-30 20:20

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | BACKUP FILE TO PHILKOEI DOT\ BACKUP\ BACKUP FROM PHILKOEI (ZN-ABAD-T230) |
| ☑ | S,D,L | 1.2 | Disk(s) storage and health status<br>disk1: 148 / 453 GB (C:)<br>disk2: _____<br>disk3: _____ | List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health<br>disk4: _____<br>disk5: _____<br>disk6: _____ | |
| ☑ | S,D,L | 1.3 | Purge temporary/cache files | S/W cleaning tool such as ccleaner or ATF-cleaner may be used | OK/DONE |
| ☑ | 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 | OK/DONE |
| ☑ | 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 | BelArc Advisory results was recorded/stored on server |
| ☑ | 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 | OK/DONE |
| ☑ | S,D | 2.2 | Cleaning of internals | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth | OK/DONE |
| ☑ | D,L | 2.3 | Check peripherals & accessories | Check status of mouse, keyboard, monitor and UPS/AVR | OK/DONE |

Prepared by:

Employee

fmpalomique
IT Personnel

Noted by:

IT Manager

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: MARCH 25, 2015 (WEDNESDAY) *(yyyy-mm-dd)*
Type: DESTOP *(Server, Desktop, Laptop, Others pls specify)*
PC Name: PHILKOEI-071
IP Address: 192.168.0.71
User: GARivera
PM performed by: fmpalomique
Start *(yyyy-mm-dd hh:mm)*: 2015-03-25 18:00
Department: ADMIN DEPARTMENT
End *(yyyy-mm-dd hh:mm)*: 2015-03-25 20:00

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | BACK-UP FILE TO PHILKOEI 007\BACK-UP\BACK UP FROM PHILKOEI 071 |
| ☑ | 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: 30/37.2 GB (C:)<br>disk2: _____<br>disk3: _____ | disk4: _____<br>disk5: _____<br>disk6: _____ | |
| ☑ | S,D,L | 1.3 | Purge temporary/cache files | S/W cleaning tool such as ccleaner or ATF-cleaner may be used | DONE |
| ☑ | 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 | DONE |
| ☑ | 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 | BelArc Advisory Results was recorded/stored on server |
| ☑ | D,L | 1.6 | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed | Removed youtube downloader application |
| | | **2** | **Physical Status** | | |
| ☑ | S,D,L | 2.1 | Visual check | Check for scratches, loose bolts and/or hinges, and deformed metallic parts | OK/DONE |
| ☑ | S,D | 2.2 | Cleaning of internals | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth | OK/DONE |
| ☑ | D,L | 2.3 | Check peripherals & accessories | Check status of mouse, keyboard, monitor and UPS/AVR | OK/DONE |

Prepared by:

Employee

IT Personnel

Noted by:

IT Manager

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: MARCH 24, 2015 (TUESDAY) *(yyyy-mm-dd)*
Type: DESTOP *(Server, Desktop, Laptop, Others pls specify)*
PC Name: PHILKOEI-D99
IP Address: 192.168.0.99
User: GESanMiguel
PM performed by: fmpalomique
Start *(yyyy-mm-dd hh:mm)*: 2015-03-24 20:00
Department: ADMIN DEPARTMENT
End *(yyyy-mm-dd hh:mm)*: 2015-03-24 22:00

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | BACK-UP FILE TO PHILKOEI 007\BACK-UP\BACK-UP FROM PHILKOEI D99 |
| ☑ | S,D,L | 1.2 | Disk(s) storage and health status<br>disk1: 75.9/99.9 GB (C:)<br>disk2: 352.1/365 GB (D:)<br>disk3: _____ | List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health<br>disk4: _____<br>disk5: _____<br>disk6: _____ | |
| ☑ | S,D,L | 1.3 | Purge temporary/cache files | S/W cleaning tool such as ccleaner or ATF-cleaner may be used | DONE |
| ☑ | 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 | DONE |
| ☑ | 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 | BelArc Advisory results was recorded/stored on server |
| ☑ | D,L | 1.6 | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed | Uninstall utorrent application |
| | | **2** | **Physical Status** | | |
| ☑ | S,D,L | 2.1 | Visual check | Check for scratches, loose bolts and/or hinges, and deformed metallic parts | OK/DONE |
| ☑ | S,D | 2.2 | Cleaning of internals | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth | OK/DONE |
| ☑ | D,L | 2.3 | Check peripherals & accessories | Check status of mouse, keyboard, monitor and UPS/AVR | OK/DONE |

| Employee | Prepared by: IT Personnel | Noted by: IT Manager |
|---|---|---|
| | fmpalomique | |

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>PREVENTIVE MAINTENANCE CHECKLIST |
|---|---|---|

Date: 2015 - 03- 2015 *(yyyy-mm-dd)*
Type: L *(Server, Desktop, Laptop, Others pls specify)*
PC Name: Philkoei Sat L310
IP Address: (DYNAMIC)
User: MARK NATHANIEL M. CARPIO
Department: ADMIN

PM performed by: MARK CARPIO
Start *(yyyy-mm-dd hh:mm)*: 2015-03-25 08:20 AM
End *(yyyy-mm-dd hh:mm)*: 2015-03-25 11:17 PM

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | 0.5 \\admin X sysad \\10.221\tools\installers |
| ✓ | 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 | ~~IT Admin / Sysad~~. ~~(10.221 / tools)~~. |
| | | | C: disk1: 89.9 GB, 13.8 GB Free.<br>disk2: _____<br>disk3: _____ | disk4: _____<br>disk5: _____<br>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-S/Admin~~ |
| ✓ | 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-S/Admin/SysAdmin/Forms/BelArc/ |
| ✓ | 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 | Check status of mouse, keyboard, monitor and UPS/AVR | |

| | Prepared by: | Noted by: |
|---|---|---|
| MARK CARPIO | MARK CARPIO | |
| Employee | IT Personnel | IT Manager |

| PKII | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1 | PHILKOEI INTERNATIONAL, INC.<br>**PREVENTIVE MAINTENANCE CHECKLIST** |
|---|---|---|

Date: MARCH 23, 2015 (MONDAY) *(yyyy-mm-dd)*
Type: DESTOP *(Server, Desktop, Laptop, Others pls specify)*
PC Name: PHILKOEI-026
IP Address: 192.168.0.26
User: VOLUCASIA
PM performed by: jmpalomique
Start *(yyyy-mm-dd hh:mm)*: 2015-03-23 19:00
Department: ADMIN DEPARTMENT
End *(yyyy-mm-dd hh:mm)*: 2015-03-23 21:00

**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 | Backup | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1 | Back-up file to Philkoei 001\Back-up\Back-up from Philkoei 026 |
| ✓ | 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: 61.2/97.6 GB (C:)<br>disk2: 525/135 GB (D:)<br>disk3: _____ | disk4: _____<br>disk5: _____<br>disk6: _____ | |
| ✓ | S,D,L | 1.3 | Purge temporary/cache files | S/W cleaning tool such as ccleaner or ATF-cleaner may be used | DONE |
| ✓ | 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 | DONE |
| ✓ | 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 | BelArc Advisory Results was recorded/stored on server |
| ✓ | D,L | 1.6 | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed | Remove U-torrent application |
| | | **2** | **Physical Status** | | |
| ✓ | S,D,L | 2.1 | Visual check | Check for scratches, loose bolts and/or hinges, and deformed metallic parts | DONE |
| ✓ | S,D | 2.2 | Cleaning of internals | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth | DONE |
| ✓ | D,L | 2.3 | Check peripherals & accessories | Check status of mouse, keyboard, monitor and UPS/AVR | DONE |

Prepared by:

Employee

jmpalomique
IT Personnel

Noted by:

IT Manager