


|  |   |                                  |
|--|---|----------------------------------|
|  | ITD - F - 02<br>Rev. 01 / 12-15-2014<br>Page 1 of 1 | 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  |
|---------------|---------------|--|--------------------------|---|
| Computer Name | PHILKOEI-005  | - Storage status is 89GB free out of 931GB<br>- Error/Warning found when rebooting (See attached file) | OK                       | - Defragmentation   |
| Type          | Desktop       |  |                          |   |
| IP Address    | 192.168.0.5   |  |                          |   |
| Assign User   | All           |  |                          |   |
| Computer Name | PHILKOEI-007  | - Storage status is 110GB free out of 2.68TB<br>- HDD is in good condition                             | OK                       |   |
| Type          | NAS Server    |  |                          |   |
| IP Address    | 192.168.0.7   |  |                          |   |
| Assign User   | ENG/DCT/ICG   |  |                          |   |
| Computer Name | PHILKOEI-006  | - Storage status is 284GB free out of 416GB<br>- HDD is in good condition                              | OK                       |   |
| Type          | NAS Server    |  |                          |   |
| IP Address    | 192.168.0.6   |  |                          |   |
| Assign User   | All           |  |                          |   |
| Computer Name | PHILKOEI-220  | - Storage status is 593GB free out of 3.57TB<br>- HDD is in good condition                             | OK                       |   |
| Type          | NAS Server    |  |                          |   |
| IP Address    | 192.168.0.220 |  |                          |   |
| Assign User   | ICG/NK        |  |                          |   |
| Computer Name | PHILKOEI-020  | - Storage status is 9GB free out of 19.5GB<br>- HDD is in good condition                               | OK                       | - PHILKOEI-020 is not a storage server, domain controller only. |
| Type          | Desktop       |  |                          |   |
| IP Address    | 192.168.0.20  |  |                          |   |
| Assign User   | All           |  |                          |   |

Prepared by:

Noted by:

MD Tolentino / MM Carpio / JM Balonigue  
IT Personnel

  
Brian Jose R. Fuertes  
IT Manager

|  |                                     |                                  |
|--|-------------------------------------|----------------------------------|
|  | ITD - F - 02                        | PHILKOEI INTERNATIONAL, INC.     |
|  | Rev. 01 / 12-15-2014<br>Page 1 of 1 | 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 |
|---------------|---------------|--|--------------------------|------------------------|
| Computer Name | PHILKOEI-221  | - Storage status is 194GB free out of 458GB<br>- HDD is in good condition  | OK                       |                        |
| Type          | NAS Server    |  |                          |                        |
| IP Address    | 192.168.0.221 |  |                          |                        |
| Assign User   | ICG/NK        |  |                          |                        |
| Computer Name | PHILKOEI-037  | - Storage status of disk 1 is 15.78GB free out of 19.5GB<br>- Storage status of disk 2 is 13.41GB free out of 17.7GB<br>- HDD is in good condition | OK                       |                        |
| Type          | Desktop       |  |                          |                        |
| IP Address    | 192.168.0.37  |  |                          |                        |
| Assign User   | Finance Dept. |  |                          |                        |
| Computer Name |               |  |                          |                        |
| Type          |               |  |                          |                        |
| IP Address    |               |  |                          |                        |
| Assign User   |               |  |                          |                        |
| Computer Name |               |  |                          |                        |
| Type          |               |  |                          |                        |
| IP Address    |               |  |                          |                        |
| Assign User   |               |  |                          |                        |
| Computer Name |               |  |                          |                        |
| Type          |               |  |                          |                        |
| IP Address    |               |  |                          |                        |
| Assign User   |               |  |                          |                        |

Prepared by:

Noted by:

MD Tolentino / MM Carpio / PMP Alonzoque  
IT Personnel

  
Brian Jose R. Fuertes  
IT Manager

|  | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1  | <b>PHILKOEI INTERNATIONAL, INC.</b><br><b>PREVENTIVE MAINTENANCE CHECKLIST</b> |   |  |  |
|--|--|--|---|--|--|
|  | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Date <u>2014 - 12 - 23</u> (yyyy-mm-dd)<br/>           Type <u>S</u> (S erver, D esktop, L aptop, O thers pls specify)<br/>           PC Name <u>PHILKOEI - 005</u><br/>           IP Address <u>192.168.0.5</u><br/>           User <u>ALW</u><br/>           Department <u>IT DEPARTMENT</u> </div> <div style="width: 45%;">           PM performed by <u>fmpalominque</u><br/>           Start (yyyy-mm-dd hh:mm) <u>2014 - 12 - 23 18:00</u><br/>           End (yyyy-mm-dd hh:mm) <u>2014 - 12 - 23 22:00</u> </div> </div> |  |   |  |  |
| <b>NOTE:</b> 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  |
| <b>1 Software Status</b>   |  |  |   |  |  |
| <input checked="" type="checkbox"/>  | S,D,L  | 1.1  | Backup  | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\data\folder1)                | -not applicable for servers<br>(auto back-up)                  |
| <input checked="" type="checkbox"/>  | 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  | WITH ERROR<br>(see attached file)                              |
| <input checked="" type="checkbox"/>  | 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/using Linux command                       |
| <input checked="" type="checkbox"/>  | 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 |  |
| <input type="checkbox"/>   | 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                                   |
| <input type="checkbox"/>   | 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 |
| <b>2 Physical Status</b>   |  |  |   |  |  |
| <input checked="" type="checkbox"/>  | S,D,L  | 2.1  | Visual check  | Check for scratches, loose bolts and/or hinges, and deformed metallic parts  | - Done OK  |
| <input checked="" type="checkbox"/>  | S,D  | 2.2  | Cleaning of internals                                 | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth                                      | - Done OK  |
| <input checked="" type="checkbox"/>  | D,L  | 2.3  | Check peripherals & accessories                       | Check status of mouse, keyboard, monitor and UPS/AVR   | - Done OK  |
|  |  |  | Prepared by:  | Noted by:  |  |
|  |  |  | <br>IT Personnel                                      | <br>IT Manager   |  |
|  |  |  | Employee  |  |  |

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

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

**Press F1 to Continue**

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|--|---|--|--|---|----------------------------|
|  | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Date <u>2014 - 12 - 23</u> (yyyy-mm-dd)<br/>           Type <u>S</u> (S server, D desktop, L laptop, O others pls specify)<br/>           PC Name <u>PHILKOEI - 007</u><br/>           IP Address <u>192.168.0.7</u><br/>           User <u>ENGINEERING / DESIGN CENTER / ICG</u><br/>           Department <u>IT DEPARTMENT</u> </div> <div style="width: 45%;">           PM performed by <u>mdtolentino</u><br/>           Start (yyyy-mm-dd hh:mm) <u>2014 - 12 - 23 18:00</u><br/>           End (yyyy-mm-dd hh:mm) <u>2014 - 12 - 23 22:00</u> </div> </div> |  |  |   |                            |
| <b>NOTE:</b> 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              |
| <b>1 Software Status</b>   |   |  |  |   |                            |
| <input checked="" type="checkbox"/>  | 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 data redundancy |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.2  | Disk(s) storage and health status<br>disk1: <u>2.57TB / 2.68TB</u><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: _____ |                            |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.3  | Purge temporary/cache files  | S/W cleaning tool such as ccleaner or ATF-cleaner may be used   |                            |
| <input checked="" type="checkbox"/>  | 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      |                            |
| <input type="checkbox"/>   | 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                                    | n/a                        |
| <input type="checkbox"/>   | D,L   | 1.6  | Identify and remove unlicensed/unapproved software(s)  | List software(s) identified and removed   | n/a                        |
| <b>2 Physical Status</b>   |   |  |  |   |                            |
| <input checked="" type="checkbox"/>  | S,D,L   | 2.1  | Visual check   | Check for scratches, loose bolts and/or hinges, and deformed metallic parts   |                            |
| <input checked="" type="checkbox"/>  | S,D   | 2.2  | Cleaning of internals  | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth   |                            |
| <input checked="" type="checkbox"/>  | D,L   | 2.3  | Check peripherals & accessories  | Check status of mouse, keyboard, monitor and UPS/AVR  |                            |
|  |   |  | Prepared by:   | Noted by:   |                            |
|  |   |  | <br>IT Personnel   | <br>IT Manager  |                            |
|  |   |  | Employee   |   |                            |

|  | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1   | <b>PHILKOEI INTERNATIONAL, INC.</b><br><b>PREVENTIVE MAINTENANCE CHECKLIST</b> |   |  |                                       |
|--|---|--|---|--|---------------------------------------|
|  | <div style="display: flex; justify-content: space-between;"> <div>           Date <u>2014 - 12 - 23</u> (yyyy-mm-dd)<br/>           Type <u>S</u> (S server, D desktop, L laptop, O others pls specify)<br/>           PC Name <u>PHILKOEI-006</u><br/>           IP Address <u>192.168.0.18</u><br/>           User <u>ALL</u><br/>           Department <u>IT DEPARTMENT</u> </div> <div>           PM performed by <u>francismonique</u><br/>           Start (yyyy-mm-dd hh:mm) <u>2014-12-23 18:00</u><br/>           End (yyyy-mm-dd hh:mm) <u>2014-12-23 22:00</u> </div> </div> |  |   |  |                                       |
| <b>NOTE:</b> 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                         |
| <b>1 Software Status</b>   |   |  |   |  |                                       |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.1  | Backup  | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\data\folder1)                | -not applicable<br>Auto back-up)      |
| <input checked="" type="checkbox"/>  | 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: <u>132 / 410 GB</u>                            | disk4: _____   |                                       |
|  |   |  | disk2: _____  | disk5: _____   |                                       |
|  |   |  | disk3: _____  | disk6: _____   |                                       |
| <input checked="" type="checkbox"/>  | 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<br>linux command |
| <input type="checkbox"/>   | 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<br>linux             |
| <input type="checkbox"/>   | 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<br>servers       |
| <input type="checkbox"/>   | D,L   | 1.6  | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed  | - not applicable<br>(no applications) |
| <b>2 Physical Status</b>   |   |  |   |  |                                       |
| <input checked="" type="checkbox"/>  | S,D,L   | 2.1  | Visual check  | Check for scratches, loose bolts and/or hinges, and deformed metallic parts  | - DONE /ok                            |
| <input checked="" type="checkbox"/>  | S,D   | 2.2  | Cleaning of internals                                 | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth                                      | - DONE /ok                            |
| <input checked="" type="checkbox"/>  | D,L   | 2.3  | Check peripherals & accessories                       | Check status of mouse, keyboard, monitor and UPS/AVR   | - DONE /ok                            |
|  |   |  | Prepared by:  | Noted by:  |                                       |
|  |   |  | <br><b>FRANCIS M. PALOMIQUE</b><br>IT Personnel       | <br>IT Manager   |                                       |
|  |   |  | Employee  |  |                                       |

|  | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1   | <b>PHILKOEI INTERNATIONAL, INC.</b><br><b>PREVENTIVE MAINTENANCE CHECKLIST</b> |  |   |                                       |
|--|---|--|--|---|---------------------------------------|
|  | <div style="display: flex; justify-content: space-between;"> <div>           Date <u>2014 - 12 - 23</u> (yyyy-mm-dd)<br/>           Type <u>S</u> (S erver, D esktop, L aptop, O thers pls specify)<br/>           PC Name <u>PHILKOEI - 220</u><br/>           IP Address <u>192.168.0.220</u><br/>           User _____<br/>           Department <u>IT DEPARTMENT</u> </div> <div>           PM performed by <u>mmcarpio</u><br/>           Start (yyyy-mm-dd hh:mm) <u>2014-12-23 1800</u><br/>           End (yyyy-mm-dd hh:mm) <u>2014-12-23 2200</u> </div> </div> |  |  |   |                                       |
| <b>NOTE:</b> 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                         |
| <b>1 Software Status</b>   |   |  |  |   |                                       |
| <input checked="" type="checkbox"/>  | 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<br>has data redundancy |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.2  | Disk(s) storage and health status<br>disk1: <u>2: 977GB/3.57TB</u><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: _____ |                                       |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.3  | Purge temporary/cache files  | S/W cleaning tool such as ccleaner or ATF-cleaner may be used   |                                       |
| <input checked="" type="checkbox"/>  | 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      |                                       |
| <input checked="" type="checkbox"/>  | 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                        |
| <input checked="" type="checkbox"/>  | D,L   | 1.6  | Identify and remove unlicensed/unapproved software(s)  | List software(s) identified and removed   | removed unnecessary files             |
| <b>2 Physical Status</b>   |   |  |  |   |                                       |
| <input checked="" type="checkbox"/>  | S,D,L   | 2.1  | Visual check   | Check for scratches, loose bolts and/or hinges, and deformed metallic parts   |                                       |
| <input checked="" type="checkbox"/>  | S,D   | 2.2  | Cleaning of internals  | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth   |                                       |
| <input checked="" type="checkbox"/>  | D,L   | 2.3  | Check peripherals & accessories  | Check status of mouse, keyboard, monitor and UPS/AVR  |                                       |
| Prepared by: <u></u><br>Employee _____ IT Personnel  |   |  | Noted by: <u></u><br>IT Manager  |   |                                       |

|  | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1  | <b>PHILKOEI INTERNATIONAL, INC.</b><br><b>PREVENTIVE MAINTENANCE CHECKLIST</b> |   |  |   |
|--|--|--|---|--|---|
|  | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Date <u>2014-12-23</u> (yyyy-mm-dd)<br/>           Type <u>S</u> (S server, D desktop, L laptop, O others pls specify)<br/>           PC Name <u>PHILKOEI - 020</u><br/>           IP Address <u>192.168.0.20</u><br/>           User <u>ALL (Domain Controller)</u><br/>           Department <u>IT DEPARTMENT</u> </div> <div style="width: 45%;">           PM performed by <u>mdt dentino</u><br/>           Start (yyyy-mm-dd hh:mm) <u>2014-12-23 18:00</u><br/>           End (yyyy-mm-dd hh:mm) <u>2014-12-23 22:00</u> </div> </div> |  |   |  |   |
| <b>NOTE:</b> 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   |
| <b>1 Software Status</b>   |  |  |   |  |   |
| <input type="checkbox"/>   | 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<br>n/a                                    |
| <input checked="" type="checkbox"/>  | 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  | PHILKOEI-020 is not a storage server. Only domain controller. |
|  |  |  | disk1: <u>10.5GB / 19.5</u>                           | disk4: _____   |   |
|  |  |  | disk2: _____  | disk5: _____   |   |
| <input checked="" type="checkbox"/>  | S,D,L  | 1.3  | Purge temporary/cache files                           | S/W cleaning tool such as ccleaner or ATF-cleaner may be used  |   |
| <input checked="" type="checkbox"/>  | 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 |   |
| <input type="checkbox"/>   | 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                               | n/a   |
| <input type="checkbox"/>   | D,L  | 1.6  | Identify and remove unlicensed/unapproved software(s) | List software(s) identified and removed  | n/a   |
| <b>2 Physical Status</b>   |  |  |   |  |   |
| <input checked="" type="checkbox"/>  | S,D,L  | 2.1  | Visual check  | Check for scratches, loose bolts and/or hinges, and deformed metallic parts  |   |
| <input checked="" type="checkbox"/>  | S,D  | 2.2  | Cleaning of internals                                 | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth                                      |   |
| <input checked="" type="checkbox"/>  | D,L  | 2.3  | Check peripherals & accessories                       | Check status of mouse, keyboard, monitor and UPS/AVR   |   |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Prepared by: <u></u><br/>           _____<br/>           IT Personnel         </div> <div style="width: 45%;">           Noted by: <u></u><br/>           _____<br/>           IT Manager         </div> </div> |  |  |   |  |   |



|  | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1   | <b>PHILKOEI INTERNATIONAL, INC.</b><br><b>PREVENTIVE MAINTENANCE CHECKLIST</b> |  |   |                                       |
|--|---|--|--|---|---------------------------------------|
|  | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Date <u>2014-12-23</u> (yyyy-mm-dd)<br/>           Type <u>S</u> (S server, D desktop, L laptop, O others pls specify)<br/>           PC Name <u>PHILKOEI - 221</u><br/>           IP Address <u>192.168.0.221</u><br/>           User _____<br/>           Department <u>I.T. DEPARTMENT</u> </div> <div style="width: 45%;">           PM performed by <u>mmcarpio</u><br/>           Start (yyyy-mm-dd hh:mm) <u>2014-12-23 1800</u><br/>           End (yyyy-mm-dd hh:mm) <u>2014-12-23 2200</u> </div> </div> |  |  |   |                                       |
| <b>NOTE:</b> 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                         |
| <b>1 Software Status</b>   |   |  |  |   |                                       |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.1  | Backup   | Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\data\folder1)                     | not applicable<br>has data redundancy |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.2  | Disk(s) storage and health status<br>disk1: <u>24GB / 458 GB</u><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: _____ |                                       |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.3  | Purge temporary/cache files  | S/W cleaning tool such as ccleaner or ATF-cleaner may be used   |                                       |
| <input checked="" type="checkbox"/>  | 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      |                                       |
| <input checked="" type="checkbox"/>  | 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                        |
| <input checked="" type="checkbox"/>  | D,L   | 1.6  | Identify and remove unlicensed/unapproved software(s)  | List software(s) identified and removed   | removed unnecessary files             |
| <b>2 Physical Status</b>   |   |  |  |   |                                       |
| <input checked="" type="checkbox"/>  | S,D,L   | 2.1  | Visual check   | Check for scratches, loose bolts and/or hinges, and deformed metallic parts   |                                       |
| <input checked="" type="checkbox"/>  | S,D   | 2.2  | Cleaning of internals  | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth   |                                       |
| <input checked="" type="checkbox"/>  | D,L   | 2.3  | Check peripherals & accessories  | Check status of mouse, keyboard, monitor and UPS/AVR  |                                       |
| Prepared by: <u></u><br>IT Personnel   |   |  | Noted by: <u></u><br>IT Manager  |   |                                       |

|  | ITD - F - 05<br>Rev. No. 00 / 12-15-2014<br>Page 1 of 1   | <b>PHILKOEI INTERNATIONAL, INC.</b><br><b>PREVENTIVE MAINTENANCE CHECKLIST</b> |   |   |  |
|--|---|--|---|---|--|
|  | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Date <u>2014-12-23</u> (yyyy-mm-dd)<br/>           Type _____ (S server, D desktop, L laptop, O others pls specify)<br/>           PC Name <u>PHILKOEI - 037</u><br/>           IP Address <u>192.168.0.37</u><br/>           User <u>ACCOUNTING / FINANCE</u><br/>           Department <u>IT DEPARTMENT</u> </div> <div style="width: 45%;">           PM performed by <u>moltentino</u><br/>           Start (yyyy-mm-dd hh:mm) <u>2014-12-23 1800</u><br/>           End (yyyy-mm-dd hh:mm) <u>2014-12-23 2200</u> </div> </div> |  |   |   |  |
| <b>NOTE:</b> 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  |
| <b>1 Software Status</b>   |   |  |   |   |  |
| <input checked="" type="checkbox"/>  | 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<br>(auto-backup)<br>data redundancy |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.2  | Disk(s) storage and health status<br>disk1: <u>3.72GB / 19.5GB</u><br>disk2: <u>4.29GB / 17.7GB</u><br>disk3: _____ | List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health<br>disk4: _____<br>disk5: _____<br>disk6: _____ |  |
| <input checked="" type="checkbox"/>  | S,D,L   | 1.3  | Purge temporary/cache files   | S/W cleaning tool such as ccleaner or ATF-cleaner may be used   |  |
| <input checked="" type="checkbox"/>  | 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      |  |
| <input checked="" type="checkbox"/>  | 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                                    |  |
| <input checked="" type="checkbox"/>  | D,L   | 1.6  | Identify and remove unlicensed/unapproved software(s)   | List software(s) identified and removed   |  |
| <b>2 Physical Status</b>   |   |  |   |   |  |
| <input checked="" type="checkbox"/>  | S,D,L   | 2.1  | Visual check  | Check for scratches, loose bolts and/or hinges, and deformed metallic parts   |  |
| <input checked="" type="checkbox"/>  | S,D   | 2.2  | Cleaning of internals   | Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth   |  |
| <input checked="" type="checkbox"/>  | D,L   | 2.3  | Check peripherals & accessories   | Check status of mouse, keyboard, monitor and UPS/AVR  |  |
| Employee _____<br><div style="text-align: center;"> <br/> <b>IT Personnel</b> </div>   |   |  | Noted by: _____<br><div style="text-align: center;"> <br/> <b>IT Manager</b> </div>                                 |   |  |