

PHILKOEI INTERNATIONAL, INC.

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

Prepared by:

Noted by:

IT Personnel

Brian Jose R. Fuertes

IT Manager



PHILKOEI INTERNATIONAL, INC.

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						
Туре	Desktop	- Storage status is 7.2GB free out of 37.2GB memory of HD1	ОК	- HD1 is in good condition but unnecessary softwares like YTD is			
IP Address	192.168.0.71	- HD1 is in good condition		removed			
Assign User	GARivera						
Computer Name	PHILKOEI - 099						
Туре	Desktop	- Storage status is 24GB free out of 99.9GB memory of HD1 - Storage status is 12.9GB free out of	ОК	- HD1 and HD2 are in good condition but unnecessary softwares like			
IP Address	192.168.0.99	365GB memory of HD2 - HD1 and HD2 are in good condition	OK .	Utorrent is removed			
Assign User	GESanMiguel	3					
Computer Name	PhilkoeiSatL310						
Туре	Laptop	- Storage status is 15.8GB free out of 89.9GB memory of HD1	ОК				
IP Address	Dynamic IP Address	- HD1 is in good condition					
Assign User	MNMCarpio						
Computer Name	PHILKOEI - 026						
Туре	Desktop	- Storage status is 36.4GB free out of 97.6GB memory of HD1 - Storage status is 82.5GB free out of	ОК	- HD1 and HD2 are in good condition but unnecessary softwares like			
IP Address	192.168.0.26	135GB memory of HD2 - HD1 and HD2 are in good condition	OK	Utorrent is removed			
Assign User	VOLucasia	Ç					
Computer Name							
Туре							
IP Address							
Assign User							
The second second second second			Natad by:				

Prepared by:

Noted by:

IT Personnel

rian Jose R. Fuertes

IT Manager

D,L 1.5 Software(s) installed audit may be used. Pls extract, backup and specify the location of log results D,L 1.6 Identify and remove unlicensed/unapproved software(s) Physical Status S,D,L 2.1 Visual check Check for scratches, loose bolts and/or hinges, and deformed metallic parts 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 Noted by: Prepared by: Noted by:			ITD - F - 05	5	PHILKOEI INTERN	NATIONAL, INC.
Date Date Date Date Date Date Date Date	PK		Rev. No. 0	ev. No. 00 / 12-15-2014 PREVENTIVE MAINTE		NANCE CHECKLIST
Server, Desktop, Laptop, Q thers pis specify Paddress 192. No. 1-0.25 192. No. 1-15			Page 1 of 1	1	TREVENTIVE MAINTENANCE CHECKERS	
Server, Desktop, Laptop, Q thers pis specify			2015			1
C Name Series 192 Not 2-25 PM performed by PM performed by PM performed by PM			2015	~03		
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sery method to the state of the			PHILKOE	025	PM performed by	notalent as
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) Proticulars Task details Notes/Remarks						
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	sei		mc+tol	entinu	- Start (yyyy-mm-dd mi.mm)	2015 -03-10 1140
Status Type(s) Item(s) Particulars Task details Notes/Remarks	epartmer					
Software Status Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\\\server-ip\folder1 to \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	NOTE:	Please	provide tin	170		formed during business hours
S,D,L 1.1 Backup Provide details of backup incl. Folder paths and target path (ex. \\server-ip/folder1 to \\archives-srv-ip/date\folder1 to \\archives-srv-ip/date\folde	Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
S,D,L 1.1 Backup Folder paths and target path (ex. \\server-ip\folder1 to \\archive\sinv-ip\date\folder1 to \\archive\sinv-ip\date\folder1 to \\archive\sinv-ip\date\folder1 to \\archive\sinv-ip\date\folder1 \\			1	Software Status		
S,D,L 1.1 Backup Folder paths and target path (ex. \\server-ip\folder1 to \\archive\sin \rangle PACY \\server-ip\folder1 to \\\archive\sin \rangle PACY \\sin \rangle PACY \\server-ip\folder1 to \\archive\sin \rangle PACY \\sin \rangle					Dravida datails of backup incl	BANKIR + IMALIAN ONE
S,D,L 1.1 Backup Neerver-ip\folder1 to \\archive-srv-ip\date\folder1 Solder1 to \\\archive-srv-ip\date Solder1 to \\\archive-srv-ip\date\folder1 Solder1 to \\\archive-srv-ip\date\folder1 Solder1 to \\\\archive-srv-ip\date\folder1 Solder1 to \\\\archive-srv-ip\date\folder1 Solder1 to \\\\\archive-srv-ip\date\folder1 Solder1 to \\\\\\\\\\\\\\\\\\a					The same transfer and a supplementary of the supple	
Disk(s) storage and health status Srn-ip\date\folder1 Philipped Open Philipped Open Op		S,D,L	1.1	Backup		USERS/ UNISON_BACK-U
Disk(s) storage and health status List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk1: L0-S / LDG-B disk4: disk6: di						
Disk(s) storage and health status and Free sizes then run checkdisk or view disks' health disks': \(10 \cdot 0.0 \cdot \) \(\frac{2.3 \cdot 0.0 \cdot 0.0 \cdot \) \(\frac{2.3 \cdot 0.0 \c					srv-ip\date\foider1	PAILEOET -025
Disk(s) storage and health status and Free sizes then run checkdisk or view disks' health disks' disks':						100 000
Disk(s) storage and health status or view disks' health disks: O S / 190 GB disks: di				Dielde) stem	List all disks incl. Capacity, Used	
S,D,L 1.2 disk1: W - S 13P G-R disk2: @0-0 R2-3 G-P disk5: disk6: disk5: disk5: disk6: disk5: disk6: S/W cleaning tool such as ccleaner or ATF-cleaner may be used S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results				Disk(s) storage and health status		good.
disk1: Wo-S / LOGB disk4: disk5: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: disk6: s/W cleaning tool such as ccleaner or ATF-cleaner may be used S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results SANED MI SIDE SOFTWARE SOF		S.D.L	1.2		or view disks' health	0 -
disk2:		-,-,-		disk1: 10-5 / 150 GR		1
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 1.3 Purge temporary/cache files ccleaner or ATF-cleaner may be used 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 may be used. Pls extract, backup and specify the location of log results D,L 1.6 Understed/unapproved software(s) Physical Status S,D,L 2.1 Visual check Check for scratches, loose bolts and/or hinges, and deformed metallic parts S,D,L 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 Noted by:					No. Committee of the Co	11 22
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D,L 1.6 Identify and remove unlicensed/unapproved software(s) 2 Physical Status S,D,L 2.1 Visual check 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: Noted by: Prepared by: Noted by: Not						W SERVED
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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, 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: Approximately and/or hinges, and deformed metallic parts Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth Noted by: Approximately and the prepared by: Approximately a				i nysicai statas	Check for scratches, loose bolts	
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:		CDI	2.1	Visual chack		
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:		J,U,L	2.1	VISUAL CHECK		
D,L 2.3 Check peripherals & accessories Check status of mouse, keyboard, monitor and UPS/AVR Prepared by: Noted by:					metanic parts	
D,L 2.3 Check peripherals & accessories Check status of mouse, keyboard, monitor and UPS/AVR Prepared by: Noted by:				20	Clean parts such as fame dusting	
D,L 2.3 Check peripherals & accessories Check status of mouse, keyboard, monitor and UPS/AVR Prepared by: Noted by: Noted by:		S,D	2.2	Cleaning of internals		
D,L 2.3 Check peripherals & accessories Check status of mouse, keyboard, monitor and UPS/AVR Prepared by: Noted by:			20000000			
Prepared by: Noted by: Prepared by: Noted by:					brush, vacuum cleaner and cloth	
Prepared by: Noted by: Prepared by: Noted by:						
Prepared by: Noted by: Prepared by: Noted by:		D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard,	_
Prepared by: Noted by:	/				1	
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The state of the s	Carry	Y Y	170	CAN TATEMAN	Ww.	Melon
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Employee IT Personnel IT Manager	/ E	mpioxee		11 Person	mici	

ITD - F - 05		PHILKOEI INTERNATIONAL, INC.				
PKII Rev. No. 00 / 12-15-2014 Page 1 of 1				PREVENTIVE MAINTENANCE CHECKLIST		
Date Type PC Name		MARCI DESTOR		_(yyyy-mm-dd) _(<u>S</u> erver, <u>D</u> esktop, <u>L</u> aptop, <u>O</u> thers pls specify)		
IP Address			168.122	PM performed by Start (yyyy-mm-dd hh:mm)	fryalomique	
User			lomique	Start (yyyy-mm-dd hh:mm)	2015-03-16 17:00	
Departmer		APMI		End (yyyy-mm-dd hh:mm)		
NOTE:	Please	provide tin	nestamp and details of downtime a espe	dvisory to all concerned users if per cially 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/ USBRS / UNISON_BACK-UPS/ COOR-DZ	
✓	S,D,L	1.2	Disk(s) storage and health status disk1:87.97/97.5 68 (c²)	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4:	BACK-UP AND DELETE UNINECESSARY FILES FROM DISK 2.	
			disk2: 365/ 368 68 (D:)	disk5:		
			disk3:	disk6:		
V	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	DONE	
V	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- VIPUS 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	Belare Advisory fesults was recorded/ stored on server	
V	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	DONE	
		2	Physical Status			
V	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	phybone	
~	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	
V	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	OK/DONE	
FRANCE	mployee	rugeo PATIOMIA	Prepared by: VE	1 " Nucure	Noted by:	

Employee

		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
PK		Rev. No. 00 Page 1 of 1	0 / 12-15-2014	PREVENTIVE MAINTENANCE CHECKLIST	
ate			- 03 - 23	(yyyy-mm-dd)	va v ta anazifi i
ype		Plllivot		(\underline{S} erver, \underline{D} esktop, \underline{L} aptop, \underline{O} the	rs pis specijy)
C Name Address		PHILKOE	8.0.94	PM performed by	MODIFIEDINO
Jser		-	ablan	Start (yyyy-mm-dd hh:mm)	2015-03-23 1900
361		VWSC	ablar	-	2013 10 20 (10
epartmen			dmin		2015 -03-23 20:10
NOTE:				cially 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-	PHILLDET-007 \BACKUP-UP\BACKUTRIM_
				srv-ip\date\folder1	PHILDOT 1914
	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		
V/			disk1: 91.4 / 97.5 GB disk2: 42.3 / 244 GB disk3:	disk4: disk5: 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	Belove Advisory Posutl Vas recorded / stored on surver
	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	Removed utorrent and youtube atom number soft
		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:	A 1 5	Noted by:
000	3260	an	mattologic	loto	ppu
71	nployee		IT Person	nnel	/IT Manager

IT		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
PK		Rev. No. 00 Page 1 of 1) / 12-15-2014	PREVENTIVE MAINTE	NANCE CHECKLIST
Date Type PC Name IP Address		DESTOP Sally PU DYHAMI	noy c (1pv4-only)	(yyyy-mm-dd) (Server, Desktop, Laptop, Other	fupalomique 2015 - 03-30 20:00
User		EDFLOR			
Departmen			DEPARTMENT	End (yyyy-mm-dd hh:mm) dvisory to all concerned users if per	
NOTE:	Please	e provide tim	espe	cially on servers	
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
✓	S,D,L	1.1	Software Status Backup	Provide details of backup incl. Folder paths and target path (ex. \server-ip\folder1 to \\archive- srv-ip\date\folder1	BACKUP FIVE TO PHILKOED 007 \ BACKUP \ BACKUP FILOM SALLYPUNAY
	S,D,L	1.2	Disk(s) storage and health status disk1: 224/454 GB CC:) disk2: 8.54/9.73 GB CD:) disk3:	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4: disk5: 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	or/oohe
✓	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 / stared on server
✓	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	Removed Free Game III, itunes 4 youtube download
		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
\checkmark	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	DK/ DONE
Et Ei	Hlou	عد	Prepared by: Simplify Person	waw	Noted by IT Manager

ITD - F - 05		PHILKOEI INTERNATIONAL, INC.				
PK		Rev. No. 00 Page 1 of 1	0 / 12-15-2014 1	PREVENTIVE MAINTENANCE CHECKLIST		
Date Type		MARCH C	30, 2015 (MONDAY)	(yyyy-mm-dd) (S erver, D esktop, L aptop, O the	rs pls specify)	
PC Name		ZNAba	d-7230	- PM parformed by	Sundania, p	
IP Address User		GNBeni	C IP ADDRESS	PM performed by Start (yyyy-mm-dd hh:mm)	7015 - D3 - 30 18:20	
Usei		ONDOM	100	- Start (уууу aa	70 <u>1</u> 05 - 50 74. 00	
Departmen			STRATION DEPARTMENT		2015 - 03 - 30 20:10	
NOTE:	Please	provide tin		cially on servers		
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks	
		1	Software Status			
<u></u>	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 PHILIPOED DOT \ BACKUP \ BACKUP FROM PHILKDED (ZN - 4BAD -T 230)	
✓	S,D,L	1.2	Disk(s) storage and health status disk1: 148/455 68 (c) disk2: disk3:	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4: disk5: disk6:		
	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	OK/09NE	
	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/DONÉ	
<u></u>	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 perults was recorded (stored on server	
V	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	<i>y</i>	
		2	Physical Status			
	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	OK/DONE	
<u></u>	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	OKIDONE	
V	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	OK/ DONE	
			Prepared by:		Noted by:	
guh	uit 2	\prec	Smaller	mgue/	ITManager	
// E	mployee		/ /i reiso	iniei	/	

Employee

		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
PK		Rev. No. 00 / 12-15-2014		PREVENTIVE MAINTENANCE CHECKLIST	
4000		Page 1 of 1		TREVERTIVE MAINTE	TUTATION OF THE OTHER OF
Date		MARCH	25, 2015 (WEDNESDAY)	(yyyy-mm-dd)	
Туре		DESTOP		$(\underline{S} erver, \underline{D} esktop, \underline{L} aptop, \underline{O} then$	rs pis specijyj
PC Name		PHILKOEI - DTI		DM performed by	Conclorações
IP Address		192-168		PM performed by Start (yyyy-mm-dd hh:mm)	717401440E
User		GARIN	/EY U	Start (yyyy mm dd m.mm)	1015 - 03 W 18:00
Departmen			DEPARTMENT		2015 - 03 - 25 20:00
NOTE:	Please			cially 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 PHILKED 007\BACK-UP\BACK-UP FROM PHILKOEL 07]
	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 68 (C)	disk4:	
			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	Done
\checkmark	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	PONE
	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 rerver
\checkmark	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	Removed youtube downloader application
		2	Physical Status	÷	
V	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	DK/ DONE
\checkmark	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	OK/ DONE
			Prepared by:		Noted by:
	mployee	<u> </u>	Ingalo	mau /	IT Manager
	\		V		
)				

		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
) / 12-15-2014	PREVENTIVE MAINTENANCE CHECKLIST	
Date		Page 1 of 1		(yyyy-mm-dd)	
Туре		DESTOP		(Server, Desktop, Laptop, Other	rs pls specify)
PC Name			EI-099	18 VIII 10 VII	
IP Address		192.16	8.0.99	PM performed by	funal omique 2015-03-24 20:00
User		GESA	n Miguel	Start (yyyy-mm-dd hh:mm)	2015-03-24 20:00
Departmer		ADMIN			2015 - 03 - 24 22:00
NOTE:	Please	provide tim	espe	dvisory to all concerned users if per cially 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 PHILYDEI DOT BACK-UP BACK-UP FIROM PHILKDEI D99
\checkmark	S,D,L	1.2	Disk(s) storage and health status disk1: 75.9/99.9 68 (c.) disk2: 352-1/365 68 (0.)	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4: 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	DOHE
\checkmark	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	DOHE
/	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 pesults was recorded /stored on server
$\overline{}$	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	uninstall utorrent application
		2	Physical Status		
V	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	ok/DONE
V	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
	angel mployee		Prepared by: Jungalor Person Person Person	ugu nnel	Noted by: T Manager

		ITD - F - 05		PHILKOEI INTERN	ATIONAL, INC.
PKI	D	Rev. No. 00 / 12-15-2014 Page 1 of 1		PREVENTIVE MAINTE	NANCE CHECKLIST
Date Type		2015 - 03 L		(yyyy-mm-dd) (<u>S</u> erver, <u>D</u> esktop, <u>L</u> aptop, <u>O</u> ther	s pls specify)
PC Name		Ph:/koc	iSatL310		
IP Address		(PYI	vamic)		MARE CARPID 2015-03-25 08:20 Am
User		MARK	NATHANIEL M. CARPIO	Start (yyyy-mm-dd hh:mm)	1015-03-23 00.20 AM
Departmen			n W	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		0.5
	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	(W.221 \ tools) 1 ~ stollers
	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	H. Admin / sysad.
		C:	disk1: 89.9 68, 13.868 Free.	disk4:	420.221 / +00Ts).
			disk2:	disk5:	
	S,D,L	1.3	disk3: Purge temporary/cache files	disk6: 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	6-5/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	O-S/Admin/Sysadmin/ Forms/Beldral
1	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	
MAR K	CAR		Prepared by: Modification IT Perso	210	Noted by:

		ITD - F - 05		PHILKOEI INTERNATIONAL, INC.	
PKII		Rev. No. 00 / 12-15-2014 Page 1 of 1		PREVENTIVE MAINTENANCE CHECKLIST	
Date Type PC Name IP Address		MARCH 23, 2015 (HONDAY)		(yyyy-mm-dd) (Server, Desktop, Laptop, Others pls specify) PM performed by fwaltwique Start (yyyy-mm-dd hh:mm) 7015 -03-23 19:00	
User		YOLUCASIA		Start (yyyy-mm-dd hh:mm)	7015-03-23 19:00
Department _		ADMIN DEPARTMENT		•	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		
V	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 DOT Back-up Back-up from Philkoei DZG
✓	S,D,L	1.2	Disk(s) storage and health status disk1:(0\.2/97.6 68 (c:) disk2:S2\$/135 68 (0:) disk3:	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4: disk5: disk6:	
✓	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	DOME
✓	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
V	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
\checkmark	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	Remove V-forest Application
2 Physical Status					
V	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	DONE
V	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	DONE
\checkmark	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	
Victor	y U	uazi_	Prepared by: Angalonugue To Personnel		Noted by: //IT Manager