

	ITD - F - 05 Rev. No. 00 / 12-15-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. PREVENTIVE MAINTENANCE CHECKLIST			
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date _____ (yyyy-mm-dd) Type _____ (<u>S</u>erver, <u>D</u>esktop, <u>L</u>aptop, <u>O</u>thers pls specify) PC Name _____ IP Address _____ User _____ Department _____ </div> <div style="width: 45%; text-align: right;"> PM performed by _____ Start (yyyy-mm-dd hh:mm) _____ End (yyyy-mm-dd hh:mm) _____ </div> </div>				
NOTE: <i>Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours especially on servers</i>					
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
1 Software Status					
<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)	
<input 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: _____	disk4: _____	
			disk2: _____	disk5: _____	
			disk3: _____	disk6: _____	
<input 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 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	
<input type="checkbox"/>	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	
2 Physical Status					
<input type="checkbox"/>	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
<input 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 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: _____ <div style="border-top: 1px solid black; width: 100%; text-align: center;">Employee</div> </div> <div style="width: 45%; text-align: right;"> Noted by: _____ <div style="border-top: 1px solid black; width: 100%; text-align: center;">IT Manager</div> </div> </div>					