

STANDARD PERAWATAN KOMPUTER

No	Peralatan	Jumlah	Item Maintenance	Frekuensi	Alat Yang Digunakan	Keterangan
I	Komputer	9	1. Defragment 2. Scandisk 3. Live Update 4. Back Up Data	monthly monthly monthly monthly + Tahunan	Speed Disk/Defragler Norton Utilities/TuneUp/Av Smadav /AVG/EsetNod HDD-Ex/Server/CD/DVD	
I	Notebook	21	1. Defragment 2. Scandisk 3. Live Update 4. Back Up Data	monthly monthly monthly monthly + Tahunan	Speed Disk/Defragler Norton Utilities/TuneUp Smadav /AVG/EsetNod HDD-Ex/Server/CD/DVD	
II	Printer	6	1. Test Print Page 2. Test Connection	monthly daily	Driver Printer + Manual Driver Printer + Manual	
III	LCD	11	1. Check Tampilan 2. Optimasi	monthly monthly	Manual Manual	
IV	Networking + Internet + Website		1. Check Internal Network 2. Check External Network 3. Check E-Mail / Website 4. Update Content Web	daily daily daily monthly	Windows Windows Incredimail+Outlook + Browser Panel/Dreamweaver / NotePad++	
V	Telephone LINE	12	1. Outgoing Call 2. Incoming Call 3. Extention Call	daily daily daily rekap Montly	Manual Manual Manual	(U / Checksheet /bulanan)
VI	Fax	1	1. Sending Fax 2. Receiving Fax 3. Modem Connection	daily daily daily	WinFax + Manual WinFax + Manual WinFax + Manual	
VII	Inventarisasi		1. Inventarisasi Hardware 2. Inventarisasi Software 3. Maintenance Report	monthly monthly monthly	Form Inventory H Form Inventory S Laporan Perawatan Komputer	BSC