



## MAINTENANCE KOMPUTER / PC & LAPTOP ASSET SITE 017c


### Action :

- 1 Preventive Maintenance Hardware komputer/PC (IK oleh IT HO)
- 2 Disk Cleanup (Membersihkan dan menghapus file error & File yang tidak di gunakan pada system)
- 3 Disk Defragment (Menata registry & program pada system untuk meningkatkan kinerja Komputer/PC)
- 4 Memory Diagnostic (mengecek kesehatan RAM)
- 5 pengecekan kelayakan perangkat pendukung (Mouse, Keyboard, Monitor & Printer jika ada)

### Note :

- 1 Komputer Harap di sediakan tanpa Password (sementara) jika komputer/PC tidak dapat di akses maka pekerjaan pada poin 1 yang di kerjakan
- 2 Pengerjaan 1 s/d 2 jam untuk tiap komputer / PC
- 3 Pengerjaan ini tidak menghapus file Pekerjaan & tidak merubah data / software yang terinstal.
- 4 Untuk kendala dan keluhan masing-masing PIC komputer bisa di infokan dan di share saat pengerjaan


### Approved By,





  
Mario Pehyang  
Project Manager

### Checked By

  
Suharmin  
HRGA Sec. Head

### Prepared By,

  
R. Irfa Rais Yogaswara  
Acting Accounting Officer Site

ANDIK	Preventive Maintenance	✓	13 <sup>05</sup>	13-50		
	Disk Cleanup	✓				
	Disk Defragment	✓				
	Memory Diagnostic	✓				
EFENDI	Mouse, Keyboard, Monitor	✓	14 <sup>02</sup>	14:40		
	Preventive Maintenance	✓				
	Disk Cleanup	✓				
	Disk Defragment	✓				
DEDY SINAGA	Memory Diagnostic	✓	15 <sup>30</sup>	16:27		Keyboard Error
	Mouse, Keyboard, Monitor	✓				
	Preventive Maintenance	✓				
	Disk Cleanup	✓				
VEBBY	Disk Defragment	✓	13 <sup>30</sup>	14:06		
	Memory Diagnostic	✓				
	Mouse, Keyboard, Monitor	✓				
	Preventive Maintenance	✓				
SHE	Disk Cleanup	✓				
	Disk Defragment	✓				
	Memory Diagnostic	✓				
	Mouse, Keyboard, Monitor	✓				
	Preventive Maintenance	✓				
	Disk Cleanup	✓				
	Disk Defragment	✓				
	Memory Diagnostic	✓				
	Mouse, Keyboard, Monitor	✓				
	Preventive Maintenance	✓				
	Disk Cleanup	✓				
	Disk Defragment	✓				
	Memory Diagnostic	✓				
	Mouse, Keyboard, Monitor	✓				
	Preventive Maintenance	✓				
	Disk Cleanup	✓				
	Disk Defragment	✓				
	Memory Diagnostic	✓				
	Mouse, Keyboard, Monitor	✓				
	Preventive Maintenance	✓				
	Disk Cleanup	✓				
	Disk Defragment	✓				
	Memory Diagnostic	✓				
	Mouse, Keyboard, Monitor & Printer	✓				

PROJECT MANAGER	MARIO P	Preventive Maintenance	✓	15:08	20-5	15-39	19-5-22	Label Printer tentupas
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					
PLANT	FIRMAN	Mouse, Keyboard, Monitor & Printer	✓	12:38	12:52	19-5-22	19-5-22	Label Printer tentupas
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					
	FITRI	Mouse, Keyboard, Monitor & Printer	✓	13:20	13:49	19-5-22	19-5-22	Label Printer tentupas
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					
	HENDRI	Mouse, Keyboard, Monitor & Printer	✓	16:25	17:05			
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					
LOGISTIC	BAMBANG	Mouse, Keyboard, Monitor & Printer	✓	14:43	15:18	19-5-22	19-5-22	Label Printer tentupas
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					
	YUDHA	Mouse, Keyboard, Monitor & Printer	✓	15:02	15:40			
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					
	RADIUS	Mouse, Keyboard, Monitor & Printer	✓	15:50	16:25			
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					
LOGISTIC	MOCH. ARIF	Mouse, Keyboard, Monitor & Printer	✓	15:38	16:12	19-5-22	19-5-22	Label Printer tentupas
		Disk Cleanup	✓					
		Disk Defragment	✓					
		Memory Diagnostic	✓					

Keyboard  
+  
Mouse  
Pribadi




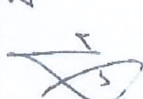




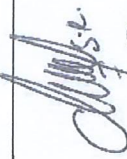
R&D	LIDA	Preventive Maintenance	✓	16:20	16:50	19-5-22
		Disk Cleanup	✓			
		Disk Defragment	✓			
		Memory Diagnostic	✓			
PRODUCTION	SALIM	Mouse, Keyboard, Monitor & Printer	✓			
		Preventive Maintenance	✓			
		Disk Cleanup	✓			
		Disk Defragment	✓	13:35	14:08	20-5-22
	ADRIAN	Memory Diagnostic	✓			
		Mouse, Keyboard, Monitor	✓			
		Preventive Maintenance	✓			
		Disk Cleanup	✓			
	SENIMAWATI	Disk Defragment	✓			
		Memory Diagnostic	✓	13:42	14:03	17-5-22
		Mouse, Keyboard, Monitor	✓			
		Preventive Maintenance	✓			
	WAHYU	Disk Cleanup	✓			
		Disk Defragment	✓	06:46	07:15	17-5-22
		Memory Diagnostic	✓			
		Mouse, Keyboard, Monitor	✓			
	FENIKA	Preventive Maintenance	✓			
		Disk Cleanup	✓	11:15	11:58	20-5-22
		Disk Defragment	✓			
		Memory Diagnostic	✓			
	ANGELINA	Mouse, Keyboard, Monitor	✓			
		Preventive Maintenance	✓	10:20	11:09	20-5-22
		Disk Cleanup	✓			
		Disk Defragment	✓			
	YANTO	Memory Diagnostic	✓			
		Mouse, Keyboard, Monitor	✓	14:02	14:39	17-5-22
		Preventive Maintenance	✓			
		Disk Cleanup	✓			
		Disk Defragment	✓	07:21	08:15	17-5-22
		Memory Diagnostic	✓			
		Mouse, Keyboard, Monitor	✓			
		Preventive Maintenance	✓			

PSU Mati  
Keyboard Error  
Mouse Mati

Mouse Mati

Keyboard Error  
tidak bisa  
telan Enter  
angka

Keyboard Error

Dept.	PIC	Action	start	Finish	Sign	Remaks
HRGA	SUHARMIN	Preventive Maintenance	15:00	15:26		
		Disk Cleanup				
		Disk Defragment				
		Memory Diagnostic				
	HANGGORO	Mouse, Keyboard, Monitor	14:20	14:56		Mouse & Keyboard
		Preventive Maintenance				
		Disk Cleanup				
		Disk Defragment				
	IGUH	Mouse, Keyboard, Monitor & Printer	15:42	16:12		
		Preventive Maintenance				
		Disk Cleanup				
		Disk Defragment				
ACCOUNTING	YULI	Memory Diagnostic	13:15	13:35		
		Preventive Maintenance				
		Disk Cleanup				
		Disk Defragment				
	MEETING ROOM	Mouse, Keyboard, Monitor	12:15	12:45		Keyboard & Mouse
		Preventive Maintenance				
		Disk Cleanup				
		Disk Defragment				
PARAMEDIC	YOGA	Memory Diagnostic	13:00	13:25		
		Preventive Maintenance				
		Disk Cleanup				
		Disk Defragment				
	ANWAR	Mouse, Keyboard, Monitor	14:10	14:51		
		Preventive Maintenance				
		Disk Cleanup				
		Disk Defragment				