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| Technical Maintenance | | | | | Task: | Office Equipment | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **NOTE**: The electrical equipment is delicately constructed and it is necessary to be extra careful while dismantling and assembling components.  Computer   * Wipe the server exterior with a soft, damp cloth as needed. Do not use cleaning products as they can discolor or damage the finish. * Clean the air vents on the front and back of the computer. Lint and foreign matter can block the vents and limit the airflow. (This should be done with a duster that does not create static.) * Pull out carefully and vacuum in back of the computer. * Check for loose, damaged or overheated wires. * Update anti-virus software, JW-Library and any other software required.   Internet System   * Verify that the Internet speed is sufficient, especially if the Kingdom Hall is equipped for streamed branch programs. * Check for loose or damaged wires and components. * Check that all cables and components are clearly identified. * Verify that your wireless Internet connection is password protected.   **Printer/Copier**  **CAUTION**: Never use alcohol or thinners to clean the printer. These chemicals can damage the components as well as the case. Do not touch the transfer roller with your fingers. Skin oils can cause print quality problems. Never clean the drum unless absolutely necessary. Do not expose the drum to light.   * Unplug the unit when cleaning/inspecting. * Perform a general electric check. Check the condition of the cable and plug. Do not touch electronic circuit boards as static electricity can damage them. * Check display and buttons for damage or defects. * Check the toner or ink levels and replace if necessary. * Vacuum paper drawers, document feeder and ventilation openings. * Check external paper guides. * Check the condition of all feed cogs, sprockets, guides, and belts. Clean if necessary. * Clean all rollers and printer heads. * Lift document feeder and clean glass with a glass cleaner sprayed on rag first. * Clean the body of the copier with a glass cleaner sprayed on rag first. * Run a test print and copy to make sure printer/copier operates well. * Note paper and ink levels and notify the Kingdom Hall operating committee if running low. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |