

FORMAT OF PREVENTIVE MAINTENANCE ACTIVITY

Indian Oil Corporation Limited						
Routine PM Check List				Name of Agency:		
S.No	What is to be Checked	Remarks (if Any)				
1.	UserName/Custodian					
2.	Location					
3.	PhoneNumber					
4.	MISNumber					
5.	MachineType	PRINTER	PC			
6.	MachineName					
7.	ProcessorType					
8.	RAM(GB)					
9.	HDD(GB)					
10.	MACAddress	YES	NO			
11.	IPAddress	YES	NO			
12.	SystemFileCheck(SFC)Checked	YES	NO			
13.	McAfeeAntivirusInstalled	YES	NO			
14.	MSOffice2007Installedwith SP3&Patch	YES	NO			
15.	ESSPrintingPatchInstalled	YES	NO			
16.	AcrobatReaderlatestInstalled(After installationofAcrobatreader4& ESS printing patch)	YES	NO			
17.	SAPInstalledwithPatches	YES	NO			
18.	IMESoftwareinstalled(HindiKeyboardinstalledinuserprofile)	YES	NO			
19.	Mail Configured? (Ifyes, PersonalFolderCreatedandAuto	YES	NO			
20.	OutlookClientCacheModeUnselected	YES	NO			
21.	InternetExplorerSettingsChecked	YES	NO			
22.	IEHomePageSetto (BRINTRANET)	YES	NO			
23.	Printer Installed andTested	YES	NO			
24.	NetworkPrinterIPAnd Location	YES	NO			
25.	AllTemporaryFilesRemoved	YES	NO			
26.	AllSetupsco piedforinstallationofproductsremoved	YES	NO			
27.	UpdatedinAMCApplication	YES	NO			
NameofEngineer :		EngineerSignature:				
Date :						
SignatureofISO officer :						
HardwareReceivedBy :						