# Computer & IT Maintenance Completion Form

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ Job/Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Client Information

|  |  |
| --- | --- |
| Client Name (Staff/Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone/Extension (optional): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Equipment / System Details

|  |  |
| --- | --- |
| Device/Equipment Type: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Serial/Asset No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location (Office/Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Maintenance / Service Checklist

|  |  |
| --- | --- |
| Computer & System | [ ] OS installation/update [ ] Antivirus/virus removal [ ] Software config [ ] User/system mgmt [ ] Data backup/recovery [ ] Performance optimization |
| Hardware & Peripherals | [ ] Hardware repair/replacement [ ] Printer/scanner servicing [ ] Monitor/display check [ ] UPS/power maintenance |
| Network & Cabling | [ ] Network configuration [ ] Cable management [ ] Switch/router config [ ] Internet troubleshooting |
| Preventive | [ ] Cleaning/dust removal [ ] Check system logs [ ] Security patch updates [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Work Details

Details of Work Performed:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parts Replaced (if any):  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Signatures

|  |  |
| --- | --- |
| Technician (Completed by):  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ | Client (Job Accepted & Confirmed):  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |

✅ Note: Please check the system before signing. By signing, you confirm that maintenance/service has been completed and accepted.