# 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 Maintenance

* [ ] Operating system installation / update
* [ ] Antivirus installation / virus removal
* [ ] Software installation / configuration
* [ ] User account / system management
* [ ] Data backup / recovery
* [ ] System performance optimization

Hardware & Peripheral Maintenance

* [ ] Hardware repair / replacement
* [ ] Printer / scanner servicing
* [ ] Monitor / display check
* [ ] UPS / power maintenance

Network & Cabling

* [ ] Network configuration
* [ ] Cable management / replacement
* [ ] Switch / router configuration
* [ ] Internet connectivity troubleshooting

Preventive Maintenance

* [ ] Cleaning (dust removal, air blowing, etc.)
* [ ] Checking system logs
* [ ] Security patch updates
* [ ] Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Work Details

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