# IT Maintenance Plan

This form is to be completed before IT Support Service staff commence maintenance as a result of a reported issue.

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| --- | --- | --- | --- |
| Machine ID | Location | Contact name | Phone |
|  |  |  |  |

## Maintenance procedures

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| --- | --- | --- | --- |
| Priority | Maintenance activity | Estimated time | Contingency |
| [Priority number of task] | [Name of the activity] | [Approximately how long will it take to complete this task?] | [What if the staff member needs to continue working?] |
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