

	Meshack Kimutai					
	May 2022					
	Date	Day	Time-In	Tasks	Time-Out	Hours
	3rd	Tuesday	7.50a.m	- Perform the operating system update for the pc HQ-00021-PC --Install the Creative cloud Desktop for All in one Pc at Software Engineering lab, LAB 03- Animation Lab and LAB 02 - Mobile Apps Lab - Receiving the creative tools given to the students	7.20p.m	11hrs:30mins
	5th	Thursday	7.40a.m	- Help with the Printer Troubleshooting and ensure good working of printer at I & M (ADMI) -- Uploads the CCTV backups export - Optimize the computers in the BREAK OUT ROOM 1 and BREAK OUT ROOM 2 - Delete temporary files in BREAK OUT ROOM 1 and BREAK OUT ROOM 2	7.10p.m	11hrs:30mins
	6th	Friday	8.00a.m	- perform the morning checkup on computers to ensure they are working well and all cables are plug in before the class start at BREAK OUT ROOM 1 and BREAK OUT ROOM 2 - Install Operating system on the reception desktop as requested - Perform the backup on CCTV at I & M (ADMI)	7.30p.m	11hrs :30 mins
	7th	Saturday	8.10 a.m	- Perform the computer Audit in LAB 04 - Software Engineering lab, LAB 03- Animation Lab and LAB 02 - Mobile Apps Lab -Install the Creative cloud Desktop for All in one Pc at Software Engineering lab, LAB 03- Animation Lab and LAB 02 - Mobile Apps Lab - Add the Creative cloud Desktop licenses for pc at Software Engineering lab, LAB 03- Animation Lab and LAB 02 - Mobile Apps Lab	7.00p.m	10hrs :50mins
	9th	Monday	7.50p.m	-Install the Creative cloud Desktop for pc HQ-00020-PC - Perform the operating system update for the pc HQ-00018-PC -Install the Creative cloud Desktop for pc HQ-00023-PC - Perform the operating system update for the pc HQ-00023-PC from windows 10 to windows 11 - Perform the computer Audit at Openworkspace_I&M	7.10p.m	11hrs:20mins
	10th	Tuesday	7.45p.m	Perform the computer Audit in the open workstation, RECEPTION AREA,BREAK OUT ROOM 2,BREAKOUT ROOM 1,OPEN SPACE,FOUNDATIONS ROOM,CEO OFFICE, BOARDROOM,MEETING ROOM, FINANCE & HR Install the operating system for Hp All in One desktop tag HQ-00018-pc and HQ-00016-pc -Install the Creative cloud Desktop for pc HQ-00018-PC -perform the hardware repair of HP All in one desktop HQ-00016-pc	8.05p.m	12hrs:20mins
	11th	Wednesday				
	12th	Thursday				
	13th	Friday				
	16th	Monday				
	17th	Tuesday				

18th	Wednesday				
19th	Thursday				
20th	Friday				
23rd	Monday				
24th	Tuesday				
25th	Wednesday				
26th	Thursday				
27th	Friday				
30th	Monday				
31st	Tuesday				
Total days	20 days				