

Service Report

Date

04 OCT 2022

dd/mm/yyyy

Local Support Person (LSP)

SWEETLY AUGUSTE

Location

Immigration Department,
3rd Floor,
Lamar Building,
Bridge Street,
Castries,
Saint Lucia.

System

PICS.LC

Preventive Maintenance

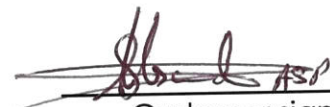
Notes

Completed P.M. on the following workstations: 10, 11, 12, 13, 09
17, 15, 05, 16

S. Auguste

Technician signature

Customer Remarks



Customer signature

Passport Issuing System

preventive maintenance checklist

- ☒ **1. Check the computer's connections.** Make sure all the plugs are snug in their connections. And make sure you are using surge protectors and not a string of extension cords to power the machines.
- ☒ **2. Make sure the hardware works.** Many computers haven't seen a floppy or CD inserted for a long while. Check to see if everything is working.
- ☐ **3. Clean the screens.**
- ☒ **4. Check the printers.** Print a test page. Make sure the printers are producing clean copies, and that the toner cartridges aren't about to run out.
To print a test page, go to Start, Settings, Printers, right click on the printer to which you are networked, choose Properties, on the General tab, click the Print Test Page button.
- ☒ **5. Reboot the system.** Generally if you are using Windows 2000 you can let your machine run for an extended period of time. It is recommended that the system be rebooted at least once a week. This clears out any corrupted information being retained in memory.
- ☐ **6. Air Blast.** It's still a good idea to blow the dust and debris out of keyboards every now and then. And make sure there isn't dust accumulating on the back of the machine or wherever the air fan is located. It's amazing how much dust can collect in a computer over time. Blowing out the inside of the computer has a couple of pitfalls that must be addressed. First, since the pressure is much higher with canned air, don't direct the air at an unsecured fan.
- ☒ **7. Clean the keyboard.** With the power off, tip or turn the keyboard upside down and carefully use the palm of your hand to strike the keyboard several times. You'll be surprised how much junk will fall out.

N/A
☐

8. Clean the floppy drive. This can be done with air blown into the drive.

☒

9. Clean the mouse. It never hurts to make sure the mouse is free of dust and grime. Remove the mouse ball by turning the plate which holds it in. Blow air in the mouse to remove dust.

☒

10. Check the power sources. Make sure systems are plugged into protected outlets or power strips, if not uninterruptible power supplies.

☒

11 Check the fan. Remember to check that the CPU's cooling fan is working, and that the airflow isn't impeded by dust. Heat is the number #1 enemy of computers. Report non-working fans as soon as possible!