|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ON SITE MAINTENANCE SHEET** | | | | | | |
| **PPD KUCHING ZON 7 ICT TECHNICAL TEAM** | | | | | | |
| **SCHOOL NAME: DATE:** | | | | | | |
| **ISD REPORT NO:** | | | | |  |  |
| **On Site Service :** | | **Yes ( )** |  | **No ( )** |  |  |
| **On Site Appointment** | | |  |  |  |  |
|  | **Date:** |  |  | **Time:** |  |  |
| **On Site Technician Personal:** | | |  |  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |  |
|  |  |  |  |  |  |  |
| **Equipment Model:** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **DHM No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |
| **Warranty** |  |  |  |  |  |  |
| **Service Description:** | | |  |  |  |  |
| **Installation** | |  | **Fault/Finding** |  |  |  |
| **Upgrade** | |  | **Other** |  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  |  |  |  |  |  |  |
| **On Site Service Report:** | | |  |  |  |  |
| **Date:** |  | | **Time:** |  |  |  |
| **Job Status :** | |  |  |  |  |  |
| **Completed** |  |  | **To Be Continued** |  |  |  |
|  |  |  |  |  |  |  |
| **Awaiting Spares** | |  |  | **Other** |  |  |
|  |  |  |  |  |  |  |
| **Materied Used for Repair:** | | |  |  |  |  |
| **Item** | **Qty** | **Part No** | **Description** | | **New S/N** | |
| **1** |  |  |  | |  | |
| **2** |  |  |  | |  | |
| **3** |  |  |  | |  | |
| **4** |  |  |  | |  | |
| **5** |  |  |  | |  | |
|  |  |  |  |  |  |  |
| **I acknowledge that the job has been carried out according to the job description above.** | | | | | |  |
|  |
| **Person in Charge Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |  |
| **Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  |  |  |
| **Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |
|  |  |  | **Headmaster / Principal Signature Chop** | | |  |
|  |  |  |  |  |  |  |