Preventive Maintenance Checklist/Activities
For Workstation (Quarterly)

Schedule: as approved by head Office
Office: Finance Section
Computer Name: rr33x
End user: Lazarus Zacharias
Date accomplished: 2025-10-17 test

Item No.	Task	Status (put ✓ if done)	Problems Encountered/ Action
1	Check if configured and connected to the DPWH domain		{{NOTE_1}}
2	Check if able to access the intranet services		{{NOTE_2}}
3	Check if installed with anti-virus software authorized by IMS		{{NOTE_3}}
4	Check if anti-virus definition files are up-to-date		{{NOTE_4}}
5	Perform full virus scan using updated virus removal tool		{{NOTE_5}}
6	Remove all un-authorized software installations (e.g. games, pirated software, freeware, free for personal use, trial)		{{NOTE_6}}
7	Remove all un-authorized files (e.g. movies)		{{NOTE_7}}
8	Check working condition of hardware devices/ components		{{NOTE_8}}
9	Clean hardware and components, and organize cables		{{NOTE_9}}

Accomplished by:

_____
(Signature over printed name)