Preventive Maintenance Checklist/Activities
For Workstation (Quarterly)

Schedule: As approved by head Office
Office: Administrative Section
Computer Name: **xxxx**
End user: **test test**
Date accomplished: 2025-06-03

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

Accomplished by:

_____
(Signature over printed name)