

Preventive Maintenance Checklist/Activities For Workstation (Quarterly)

Schedule: As approved by head Office

Office: Procurement Staff

Computer Name: R08-LEY4-031

End user: Imelda Jane Colipano

Date accomplished: 2025-05-23

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

Accomplished by:

(Signature over printed name)