

Preventive Maintenance Checklist/Activities For Workstation (Quarterly)

Schedule: As approved by head Office

Office: Finance Section

Computer Name: R08-LEY4-048

End user: Lazarus Zacharias

Date accomplished: 2025-10-17

Item No.	Task	Status (put if done)	Problems Encountered/ Action
1	Check if configured and connected to the DPWH domain	✓	test
2	Check if able to access the intranet services		
3	Check if installed with anti-virus software authorized by IMS	✓	test3
4	Check if anti-virus definition files are up-to-date	✓	testste 4
5	Perform full virus scan using updated virus removal tool	✓	test5
6	6 Remove all un-authorized software installations (e.g. games, pirated software, freeware, free for personal use, trial)	✓	testsetst 6
7	Remove all un-authorized files (e.g. movies)	✓	testttst7
8	Check working condition of hardware devices/ components	✓	testset 8
9	Clean hardware and components, and organize cables	✓	teststs 9

Accomplished by:

(Signature over printed name)