

## 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

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:

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(Signature over printed name)