

## 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:

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(Signature over printed name)