

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: 2025-10-15

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-to-date		
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)