**Preventive Maintenance Checklist/Activities**

**For Workstation (Quarterly)**

Schedule: as approved by head Office

Office: {{OFFICE}}

Computer Name: {{COMPUTER\_NAME}}

End user: {{END\_USER}}

Date accomplished: {{DATE}} {{NOTE\_1}}

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Task** | **Status**  (put if done) | **Problems Encountered/ Action**  {{NOTE\_1}} |
| 1 | Check if configured and connected to the DPWH domain |  |  |
| 2 | Check if able to access the intranet services |  | {{NOTE\_2}} |
| 3 | Check if installed with anti-virus software authorized by IMS |  | {{NOTE\_3}} |
| 4 | Check if anti-virus definition files are up-to- date |  | {{NOTE\_4}} |
| 5 | Perform full virus scan using updated virus removal tool |  | {{NOTE\_5}} |
| 6 | Remove all un-authorized software installations (e.g. games, pirated software, freeware, free for personal use, trial) |  | {{NOTE\_6}} |
| 7 | Remove all un-authorized files (e.g. movies) |  | {{NOTE\_7}} |
| 8 | Check working condition of hardware devices/ components |  | {{NOTE\_8}} |
| 9 | Clean hardware and components, and organize cables |  | {{NOTE\_9}} |

Accomplished by:

(Signature over printed name)