



Date/Time: \_\_\_\_\_ Dept./Office : \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Problem reported by (contact person): \_\_\_\_\_

**Description of Problem/Complaint:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PREVENTIVE MAINTENANCE CHECKLIST**

EXTERNAL CLEANING

- Monitor
- CPU
- Keyboard
- Mouse
- Printer
- Speaker
- Cables
- Other/s \_\_\_\_\_

INTERNAL CLEANING OF CPU

- Casing & Power supply
- Motherboard
- Floppy drive
- CD drive
- Video card
- LAN card
- Audio card
- Memory
- Fan/s
- Connectors

OS, Software, drivers & Other Activities

- Delete cookies & temp. files
- Update and configure antivirus
- Update and configure OS
- Update and configure Software
- Update Driver
- Run virus scan
- Scandisk
- Defrag
- Backup files
- Check network configuration
- Test network connection
- Others \_\_\_\_\_

**Nature of Activity:**

- Installation/Configuration
- Upgrade
- Virus Removal
- Troubleshoot/Repair Hardware
- Pull-out/Deliver
- LAN Cabling
- PMS
- Others \_\_\_\_\_

**Action Taken/Remarks:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Service rendered by:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(To be filled up by ITDept. Personnel Only)

Job Order Authorized by:

\_\_\_\_\_  
**Printed Name/Signature**

\_\_\_\_\_  
**Position**

Date: \_\_\_\_\_ 20\_\_\_

**User Acceptance:**

Time of Arrival: \_\_\_\_\_ Time of Completion: \_\_\_\_\_

Job Completed  For further testing/evaluation  Item for pull-out

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Printed Name/Signature** \_\_\_\_\_  
**Date/Time**

**NOTE:**  
 For pull-out/delivery of repaired equipment a copy of the accomplished JO Form must be given to the Security Office