

 Pustaka Negeri Sarawak	Preventive Maintenance Report [PMR] Please tick (✓) location: <table> <tr> <td>☐</td> <td>Pustaka Negeri Sarawak , Kuching</td> <td>082-442000 Ext: 233-237</td> </tr> <tr> <td>☐</td> <td>State Record Repository, (SRR)</td> <td>082-440488 Ext: 32</td> </tr> <tr> <td>☐</td> <td>Pustaka Negeri Sarawak , Miri</td> <td>084-422525 Ext: 214</td> </tr> <tr> <td>☐</td> <td>Pustaka Negeri Sarawak , Sibul</td> <td>084-315 200</td> </tr> </table>		☐	Pustaka Negeri Sarawak , Kuching	082-442000 Ext: 233-237	☐	State Record Repository, (SRR)	082-440488 Ext: 32	☐	Pustaka Negeri Sarawak , Miri	084-422525 Ext: 214	☐	Pustaka Negeri Sarawak , Sibul	084-315 200	Document No : FRM-INFRA-03
			☐	Pustaka Negeri Sarawak , Kuching	082-442000 Ext: 233-237										
	☐	State Record Repository, (SRR)	082-440488 Ext: 32												
☐	Pustaka Negeri Sarawak , Miri	084-422525 Ext: 214													
☐	Pustaka Negeri Sarawak , Sibul	084-315 200													
Revision No : 2															
Effective Date : 01 April 2022															

Month:

PMR for Computer / Laptop / Thin-Client.

- | | |
|--|---|
| ☐ Verify Serial Number of CPU, Monitor Keyboard & Mouse | ☐ Verify connections to printer/network/usb monitor (if any) |
| ☐ Check HDD/Memory for error with utility | ☐ Verify connections to other peripherals (if any) |
| ☐ Check mouse for error | ☐ Check Floppy Disk/CD-Rom/DVD-Rom(Combo) (If any) |
| ☐ Log on using administrator account | ☐ Check & Keyboard for error / broken Keys |

PMR of Operating System

- | | |
|---|--|
| ☐ Log on to the computer using administrator account | ☐ Rearrange fragmented using Disk defragmented utility |
| ☐ Run Windows update to download patches & updates | ☐ Remind user to change passwords during visits. |
| ☐ Run anti-malware, anti-spyware & anti-virus | ☐ Empty recycle bin |
| ☐ Clean browser cache / files / temp files | ☐ Update anti-malware/anti-virus definitions (if necessary) |
| ☐ Uninstall unlicensed/unnecessary programs (if any) | ☐ Advise user to backup important files |

PMR for Printer / Photocopier / Scanner

- | | |
|---|---|
| ☐ Clean Printer/Photocopier / Scanner. | ☐ Check photocopier meter reading (if any) |
| ☐ Check Printer /Photocopier / Scanner for faulty indications | ☐ If failure exist, issue ICT service worksheet. |
| ☐ For Counter Printer/Photocopier, if toner is low inform user to change toner | ☐ Do test print to ensure Printer / Photocopier / Scanner produce clean result |

PMR for Switches

- | | |
|--|--|
| ☐ Check cascaded-link. See whether cascaded links are numbered accordingly (if any) | ☐ Connect cable from notebook to port and see whether light appears |
|--|--|

PMR for Projectors

- | | |
|--|--|
| ☐ Check cable connection. Tighten any loose connection. Be extra careful not to force the lens. | ☐ Do lamp-check. If lamp-change is needed, estimate available lamp hours and inform relevant sector-head to procure new lamp. |
| ☐ Clean Lens (if necessary) & check zoom in / zoom out button. | ☐ Check focusing-ring/button to ensure that the focusing is working smoothly. |

Remarks (Total of equipment): _____

Prepared By :

Verified By :

.....
(Signature)

Name :

Designation :

Date :

.....
(Signature)

Name :

Designation :

Date :