

	Planned Preventive Maintenance [PPM] Please tick (✓) location: ☐ Pustaka Negeri Sarawak , Kuching 082-442000 Ext: 233-237 ☐ State Record Repository, (SRR) 082-440488 Ext: 32 ☐ Pustaka Negeri Sarawak , Miri 085-422525 Ext: 214 ☐ Pustaka Negeri Sarawak, Sibul			Document No: FRM-INFRA-05
				Revision No : 1
				Effective Date : 01 April 2022

NO	EQUIPMENT NAME	MAINTENANCE FREQUENCY	MAINTENANCE TYPE	NO. OF EQUIPMENT
1	PRINTER	BIANNUAL	SERVICING & REPLACE TONER	
2	THERMAL PRINTER	BIANNUAL	SERVICING	
3	SCANNER	BIANNUAL	SERVICING	
4	HANDHELD SCANNER	BIANNUAL	SERVICING	
5	HP THIN CLIENT	BIANNUAL	ANTI VIRUS SCANNING, SERVICING, SOFTWARE & PATCHES UPDATE	
6	NOTEBOOK/MACBOOK	BIANNUAL	ANTI VIRUS SCANNING, DIAGNOSE, SOFTWARE & PATCHES UPDATE	
7	PROJECTOR	BIANNUAL	SERVICING	
8	PHOTOCOPIER	BIANNUAL	SERVICING, PARTS& REPLACE TONER	
9	PERSONAL COMPUTER – CPU / IMAC	BIANNUAL	ANTI VIRUS SCANNING, DIAGNOSE, PARTS REPLACEMENT, SOFTWARE & PATCHES UPDATE	
10	PERSONAL COMPUTER - KEYBOARD	BIANNUAL	SERVICING	
11	PERSONAL COMPUTER – MONITOR	BIANNUAL	SERVICING	
12	PERSONAL COMPUTER – MOUSE	BIANNUAL	SERVICING	
TOTAL EQUIPMENT =				
13	SERVER	ANUALLY	ANTI VIRUS SCANNING, DIAGNOSE, PARTS REPLACEMENT, SOFTWARE & PATCHES UPDATE	
14	NETWORK SWITCH	ANUALLY	SERVICING & PARTS REPLACEMENT	
15	NETWORK ROUTER	ANUALLY	SERVICING & PARTS REPLACEMENT	
16	NETWORK WAP	ANUALLY	SERVICING & PARTS REPLACEMENT	
TOTAL EQUIPMENT =				
17	DATABASE	BIANNUAL	DIAGNOSE	
18	SOFTWARE	ANUALLY	UPDATE & INSTALLATION	
19	Tablet/IPAD	BIANNUAL	SERVICING & PATCHES UPDATE	
20	UPS	BIANNUAL	SERVICING	

Grand Total of Equipment :
 Grand Total of Software :

Prepared By:

Verified By:

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Name :
Date :

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Name :
Date