



Preventive Maintenance Report [PMR]

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Please tick (✓) location:

- | | | |
|--------------------------|----------------------------------|-------------------------|
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| ☐ | Pustaka Negeri Sarawak , Sibul | 084-315200 Ext: 210 |

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

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|--|--|
| ☐ Log on to the computer using administrator account | ☐ Rearrange fragmented using Disk defragmented utility |
| ☐ Run Windows/Mac OS 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

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|--|--|
| ☐ 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

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|--|--|
| ☐ 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 :