

 PUSATA NEGERI SARAWAK	Planned Preventive Maintenance [PPM] 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>085-422525 Ext: 214</td> </tr> <tr> <td>☐</td> <td>Pustaka Negeri Sarawak , Sibü</td> <td>084-315200 Ext: 210</td> </tr> </table>		☐	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 , Sibü	084-315200 Ext: 210	Document No: FRM-CM-SB-20	
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Revision No : 0																
Effective Date : 01 May 2021																

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	BIANNUAL	ANTI VIRUS SCANNING, DIAGNOSE, SOFTWARE & PATCHES UPDATE	
7	PROJECTOR	BIANNUAL	SERVICING	
8	PHOTOCOPIER	BIANNUAL	SERVICING, PARTS& REPLACE TONER	
9	PERSONAL COMPUTER - CPU	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	
13	TABLET	BIANNUAL	SERVICING	
14	UNINTERRUPTIBLE POWER SUPPLY	BIANNUAL	SERVICING	
TOTAL EQUIPMENT =				
15	SERVER	ANUALLY	ANTI VIRUS SCANNING, DIAGNOSE, PARTS REPLACEMENT, SOFTWARE & PATCHES UPDATE	
16	NETWORK SWITCH	ANUALLY	SERVICING & PARTS REPLACEMENT	
17	NETWORK ROUTER	ANUALLY	SERVICING & PARTS REPLACEMENT	
18	NETWORK WAP	ANUALLY	SERVICING & PARTS REPLACEMENT	
TOTAL EQUIPMENT =				
19	DATABASE	BIANNUAL	DIAGNOSE	
20	SOFTWARE	ANUALLY	UPDATE & INSTALLATION	

**Grand Total of Equipment :
Grand Total of Software :**

Prepared By:

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Name :
Date :

Verified By

.....
Name :
Date