

	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 084-422525 Ext: 214 ☐ Pustaka Negeri Sarawak, Sibul 085-315200 Ext: 210			Document No: FRM-CM-MR-14
				Revision No : 0
				Effective Date : 1 June 2022

NO	EQUIPMENT NAME	MAINTENANCE FREQUENCY	MAINTENANCE TYPE	NO. OF EQUIPMENT
1	PRINTER	BIANNUAL	SERVICING & REPLACE TONER	6
2	THERMAL PRINTER	BIANNUAL	SERVICING	4
3	SCANNER	BIANNUAL	SERVICING	1
4	HANDHELD SCANNER	BIANNUAL	SERVICING	12
5	HP THIN CLIENT	BIANNUAL	ANTI VIRUS SCANNING, SERVICING, SOFTWARE & PATCHES UPDATE	50
6	NOTEBOOK	BIANNUAL	ANTI VIRUS SCANNING, DIAGNOSE, SOFTWARE & PATCHES UPDATE	4
7	PROJECTOR	BIANNUAL	SERVICING	5
8	PHOTOCOPIER	BIANNUAL	SERVICING, PARTS& REPLACE TONER	3
9	PERSONAL COMPUTER - CPU	BIANNUAL	ANTI VIRUS SCANNING, DIAGNOSE, PARTS REPLACEMENT, SOFTWARE & PATCHES UPDATE	38
10	PERSONAL COMPUTER - KEYBOARD	BIANNUAL	SERVICING	
11	PERSONAL COMPUTER – MONITOR	BIANNUAL	SERVICING	
12	PERSONAL COMPUTER – MOUSE	BIANNUAL	SERVICING	
				TOTAL EQUIPMENT = 123
13	SERVER	ANUALLY	ANTI VIRUS SCANNING, DIAGNOSE, PARTS REPLACEMENT, SOFTWARE & PATCHES UPDATE	12
14	NETWORK SWITCH	ANUALLY	SERVICING & PARTS REPLACEMENT	6
15	NETWORK ROUTER	ANUALLY	SERVICING & PARTS REPLACEMENT	2
16	NETWORK WAP	ANUALLY	SERVICING & PARTS REPLACEMENT	18
				TOTAL EQUIPMENT = 38
17	DATABASE	BIANNUAL	DIAGNOSE	1
18	SOFTWARE	ANUALLY	UPDATE & INSTALLATION	11

Grand Total of Equipment :161
 Grand Total of Software :11

Prepared By:

Verified By:

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Name :
Date :

Name :
Date: