

**DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY
SERVICES**

PREVENTIVE MAINTENANCE CHECKLIST

Title: Desktop/Laptop Maintenance		Frequency : Quarterly			
PC:		Serial No.:			
User:		Dept.:			
Tech:		Date:			
Item #	Task	Description	OK	Repair	N/A
1.	System Boot	Boot system from a cold start. Monitor for errors and speed of entire boot process.			
2.	System Log-in	Monitor for Errors. Monitor login script.			
3.	Network Settings	Verify the Following:			
		TCP/IP and/or IPX Settings are Correct			
		Domain Name			
		Security Settings			
		Client Configurations			
4.	Computer Hardware Settings	Computer Name			
		Verify Device Manager settings			
		BIOS up-to-date			
		Hard Disk			
		DVD or CD/RW-drive firmware up-to-date			
		Memory is O.K			
5.	Browser/Proxy Settings	For Laptop: battery run-time is norm			
6.	Browser/Proxy Settings	Verify proper settings and operation			
7.	Proper Software loads	Required software is installed and operating			
7.	Viruses, and malware	Anti-virus installed			
		Virus scan done			
8.	Clearance	Unused software removed			
		Temporary files removed			
		Recycle Bin and caches emptied			
		Periphery devices clean			
9.	Interiors, and cleaning	Dust removed			
		No loose parts			
		Airflow is O.K.			
		Cables unplugged and re-plugged			
10.	Peripheral devices	Fans are operating			
		Mouse			
		Keyboard			
		Monitor			
		UPS			
		Printer			
		Telephone extension			
Fax					

Note: To be filled by all technicians attending to ICT equipment.