INFORMATION TECHNOLOGY COMMUNICATION SYSTEM DEPARTMENT
INFORMATION TECHNOLOGY AND SYSTEM DEVELOPMENT DIVISION
Computer and Accessories Maintenance Plan

A.1. PHYSICAL CLEANING OF WORKSTATIONS AND LAPTOPS

DATE: _____

Date	Computer/Workstation			Office/Location	Physical Cleaning			Remarks	Signature	
	Components	Mode/Brand	Serial Number		Surface cleaning	Blowing out	Testing		Cleaned by	Approved by
	CPU									
	Monitor									
	Keyboard									
	UPS									
	Others									
	CPU									
	Monitor									
	Keyboard									
	UPS									
	Others									
	CPU									
	Monitor									
	Keyboard									
	UPS									
	Others									
	CPU									
	Monitor									
	Keyboard									
	UPS									
	Others									

My Documents - Quarterly Computer and Accessories Maintenance (Programmed)

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B.1. PRINTERS/SCANNERS
DATE: _____

Date	Printers/Scanners			Office/Location	Physical Cleaning			Remarks	Signature	
	Components	Mode/Brand	Serial Number		Disk Surface analysis/file check	Blowing out to remove dust	Physical & logical testing		Cleaned by	Approved by
	Printer									
	Scanner									
	Printer									
	Scanner									
	Printer									
	Scanner									
	Printer									
	Scanner									
	Printer									
	Scanner									
	Printer									
	Scanner									
	Printer									
	Scanner									

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A.3. MONITORING OF SOFTWARE UPDATES/UPDATING/MONITORING

DATE: _____

Date	Computer/Workstation			S/N#	Office/Location	Software updating			Remarks	Signature	
	Components	OS Type	Product No.			Operating System	Anti-virus	Others		Cleaned by	Approved by
	CPU										
	Monitor										
	Keyboard										
	UPS										
	CPU										
	Monitor										
	Keyboard										
	UPS										
	CPU										
	Monitor										
	Keyboard										
	UPS										
	CPU										
	Monitor										
	Keyboard										
	UPS										
	CPU										
	Monitor										
	Keyboard										
	UPS										
	CPU										
	Monitor										
	Keyboard										
	UPS										

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Computer and Accessories Maintenance Plan

A.2. LOGICAL CLEANING OF WORKSTATIONS AND LAPTOPS

DATE: _____

Date	Computer/Workstation			Office/Location	Logical Cleaning		Remarks	Signature	
	Components	Mode/Brand	Serial Number		Surface cleaning	Disk defrag-mentation		Cleaned by	Approved by
	CPU								
	Monitor								
	Keyboard								
	UPS								
	Others								
	CPU								
	Monitor								
	Keyboard								
	UPS								
	Others								
	CPU								
	Monitor								
	Keyboard								
	UPS								
	Others								
	CPU								
	Monitor								
	Keyboard								
	UPS								
	Others								

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Computer and Accessories Maintenance Plan

D. CABLING/SWITCHES INFRASTRUCTURE INSPECTION AND CLEANING

DATE: _____

| Date | Cabling/Switches | | Office/Location | Inspection/Testing | | | Remarks | Signature | |
	Components	Serial Number		Check connection	Dust removal	Checks appliance configuration		Cleaned by	Approved by
	Switch								
	Cable								
	Switch								
	Cable								
	Switch								
	Cable								
	Switch								
	Cable								
	Switch								
	Cable								

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INFORMATION TECHNOLOGY COMMUNICATION SYSTEM DEPARTMENT
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Computer and Accessories Maintenance Plan

C. FILE SERVERS (PHYSICAL AND LOGICAL CLEANING)

DATE: _____

Date	Servers		Office/Location	Inspection/Testing			Remarks	Signature	
	Components	Serial Number		Disk surface analysis/ file check	Software update	Disk defrag-mentation/ purging of files		Cleaned by	Approved by
	Server								
	UPS								
	Server								
	UPS								
	Server								
	UPS								
	Server								
	UPS								
	Server								
	UPS								

My Documents - Computer and Accessories Maintenance

INFORMATION TECHNOLOGY COMMUNICATION SYSTEM DEPARTMENT
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Computer and Accessories Maintenance Plan

E. DISTRIBUTION FRAME/MAIN DISTRIBUTION FRAME & FILE SERVER ROOM

DATE: _____

| Date | Cabling/Switches | Office/Location | Inspection/Testing | | | Remarks | Signature | |
	Components		Physical check-up every floor	Inspection	Checks appliance configuration		Cleaned by	Approved by
	IDF (1st flr-PH)							
	MDF (2nd flr only)							
	IDF (3rd flr-PH)							
	IDF (4th flr-PH)							
	IDF (5th flr-PH)							
	IDF (6th flr-PH)							
	IDF (7th flr-PH)							