

A.1. PHYSICAL CLEANING OF WORKSTATIONS AND LAPTOPS DATE:

			ration							
		Computer/Workst	ation		Ph	ysical Cleani	ing		Sigi	nature
Date	Components	Mode/Brand	Serial Number	Office/Location	Surface cleaning	Blowing out	Testing	Remarks	Cleaned by	Approved by
	CPU			'().						
	Monitor									
	Keyboard									
	UPS									
	Others			\( \)	٧.					
					-					
	CPU				0,					
	Monitor									
	Keyboard				6					
	UPS				GA	4				
	Others					0.				
						17				
	ODL					1) <sub>y</sub>				
	CPU					(6	1)			
	Monitor					_	<b>9</b> /			
	Keyboard UPS						7			
	Others						<b>-</b>			
	Others						10		1	
							70	Ş.,		
	CPU							T <sub>a</sub>		
	Monitor									
	Keyboard							9		
	UPS									
	Others							+,		
								'6		

<sup>\*</sup>My Documents - Quarterly Computer and Accessories Maintenance (Programmed)



#### INFORMATION TECHNOLOGY COMMUNICATION SYSTEM DEPARTMENT INFORMATION TECHNOLOGY AND SYSTEM DEVELOPMENT DIVISION

	11	INFORMATION TECHNOLOGY AND SYSTEM DEVELOPMENT DIVISIO
		Computer and Accessories Maintenance Plan
R 1 PRINTERS/SCANNERS	1/2	

	Р	Printers/Scanners			Р	hysical Cleani	ng		Sig	nature
Date	Components	Mode/Brand	Serial Number	Office/Location	Disk Surface analysis/file check	Blowing out to remove dust	Physical & logical testing	Remarks	Cleaned by	Approved by
	Printer			, C \						
	Scanner			<i>O</i> 1,						
				0						
	Printer			,						
	Scanner				C,					
					10.					
	Printer				10,5					
	Scanner					7×				
						Z Q				
	Printer					$\Theta$	<b>*</b>			
	Scanner					·	52			
							9/1			
	Printer						0			
	Scanner						Ğ	Y		
								0,		
	Printer							TX		
	Scanner							,6		
	Printer							9/	1	
	Scanner								r	

<sup>\*</sup>My Documents - Quarterly Computer and Accessories Maintenance (Programmed)



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

	Computer/Workstation				Softv	vare updat	tina		Signature		
Date	Components	OS Type	Product No.	S/N#	Office/Location	Operating System	Anti- virus	Others	Remarks	Cleaned by	Approved by
	CPU										
	Monitor			7							
	Keyboard			(							
	UPS				7 .						
	CPU										
	Monitor				<i>\frac{1}{1}</i>						
	Keyboard										
	UPS					),					
						7)_					
						()_					
	CPU					(0)					
	Monitor										
	Keyboard					0,	١.				
	UPS						5				
							17x				
							9				
	CPU						— <del>C</del>	$\sim$			
	Monitor							7			
	Keyboard							0.			
	UPS							-			
								7,			
								70	9.		
	CPU							,	1/		
	Monitor							1			
	Keyboard								-O/		
	UPS								<del> </del>		
									0,		
									TX		
	CPU					1		İ			
	Monitor										
	Keyboard								/)		
	UPS						t	1	70		
										<b>7</b> .	

<sup>\*</sup>My Documents - Computer and Accessories Maintenance



A.2. LOGICAL CLEANING OF WORKSTATIONS AND LAPTOPS	V	/
DATE:	1	l

		Computer/Works	tation		Logical	Cleaning		Sign	ature
Date	Components	Mode/Brand	Serial Number	Office/Location	Surface cleaning	Disk defrag- mentation		Cleaned by	Approved by
	CPU		1	)					
	Monitor			7					
	Keyboard								
	UPS								
	Others			\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\					
	CPU			<u> </u>					
	Monitor			//					
	Keyboard				0				
	UPS				<u></u>				
	Others				10,				
	CPU					X			
	Monitor					<b>O</b>			
	Keyboard					9			
	UPS					O.			
	Others					7			
	+					7)	0,		
	CPU						1-		
	Monitor								
	Keyboard						-0/		
	UPS						0,		
	Others						+		
							1/2		

<sup>\*</sup>My Documents - Quarterly Computer and Accessories Maintenance (Programmed)



#### INFORMATION TECHNOLOGY COMMUNICATION SYSTEM DEPARTMENT INFORMATION TECHNOLOGY AND SYSTEM DEVELOPMENT DIVISION

Computer and Accessories Maintenance Plan

D. CABLING/SWIT	CHES INFRASTRUCTURE II	NSPECTION AND CLEANING
DATE:		

	Cabling/Sw	ritches	1///	l:	nspection/Te	sting		Signa	ature
Date	Components Serial Numbe		Office/Location	Check Dust connection removal		Checks appliance configuration	Remarks	Cleaned by	Approved by
	Switch		7						
	Cable								
				\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\					
				<u>``</u> ,,,,,,,,,,					
-				Ť					
	Switch			0					
	Cable								
					-0				
					<u> </u>				
					10,5,				
	Switch					×			
	Cable				•				
						0			
						0			
	0.101					2-			
	Switch Cable					9			
	Cable					· '	0		
							CO CO		
							7		
							0		
	Switch						1 ×		
	Cable								
							· A		
								1.	

<sup>\*</sup>My Documents - Computer and Accessories Maintenance



C. FILE SER	VERS (PHYSICAL AND LOGICAL CLEANING)
DATE:	
•	

Serv				Ins	spection/Tes	sting		Sig	nature
Date	Components	Serial Number	_ Office/Location and	Disk surface analysis/ file check		Disk defrag- mentation/ purging of files	Remarks	Cleaned by	Approved by
	Server		<b>\</b> /						
	UPS								
			9.77						
			0						
				2					
	Server			C.					
	UPS								
				Dr.					
				1					
				1	*				
					0				
	Server				4				
	UPS				-0,				
	0.0					<b>N</b>			
						0,			
						\$\frac{1}{2}			
	Server					0.			
	UPS					+			
	01 0						X		
							2-		
							77/		
	Server								
	UPS								
	01 0			+					
				1					

<sup>\*</sup>My Documents - Computer and Accessories Maintenance



	1,	
	•	
E. DISTRIBUTION FRAM	/IE/MAIN DISTRIBUTION I	FRAME & FILE SERVER ROOM
DATE:		

	Cabling/Switches		Ir	spection/Tes	ting		Sigr	nature
Date	Components	Office/Location	Physical check-up every floor	check-up Inspection		Remarks	Cleaned by	Approved by
	IDF (1st flr-PH)	97						
			, ( ) \					
	MDF (2nd flr only)		<i>\(\)</i> <sub>1,</sub>					
	IDF (3rd flr-PH)			-				
	IDI (SIGIII-I II)			<u></u>				
				-0				
				10,				
					1			
					/) <sub>X</sub>			
	IDF (4th flr-PH)				, 6			
					0/			
					0,			
	IDF (5th flr-PH)					0		
	(2.7)					2		
	IDF (6th flr-PH)					CO.		
						9		
						(2)		
						TX		
							<u> </u>	
	IDF (7th flr-PH)					· ·	2-	
	(**********************************						9//	
							1/	

<sup>\*</sup>My Documents - Computer and Accessories Maintenance