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|  | <h1>Preventive Maintenance Form</h1> | | Document Number: FM-SS-07.01 |
| | <h2>Forms and Templates</h2> | | |
| Department: Information Technology | Effective Date: November 12, 2021 | Revision No 2 | |

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|   | <h1>PREVENTIVE MAINTENANCE FORM</h1> | | DOCUMENT NO: FM-SS-07.01 |
| | | | EFFECTIVE DATE: November 12, 2021 |
| | | | REVISION NO: 2 |
| | | | DEPARTMENT: Information Technology |

| | | |
|--------------------|------------------------|----------------------|
| Name: _____ | Date: _____ | Period: _____ |
| SBU: _____ | Location: _____ | Type: _____ |

| | | |
|---|---|---------------------------------|
| SYSTEMS CASING | | Hardware Specifications: |
| Power Supply Unit | CPU Fan / Exhaust Fan | Processor: _____ |
| <input type="checkbox"/> Checking of cables | <input type="checkbox"/> Removing of dust | RAM: _____ |
| <input type="checkbox"/> Checking of connectors | | HDD: _____ |
| Motherboard | Cables | SSD: _____ |
| <input type="checkbox"/> Removing of dust | <input type="checkbox"/> Check dusts | Unit Aging: _____ |
| <input type="checkbox"/> Apply thermal | <input type="checkbox"/> Check condition | |

| |
|---|
| Standard Specifications? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|---|

| | |
|---|--------------------------------|
| Software / Operating System | MAC Address : _____ |
| <input type="checkbox"/> Anti virus checking | |
| <input type="checkbox"/> Check installed softwares | |
| <input type="checkbox"/> Delete unnecessary softwares | Notes from Tech Support |
| <input type="checkbox"/> Delete temporary files | _____ |
| <input type="checkbox"/> Clear out recycle bin | _____ |
| <input type="checkbox"/> Check backup settings | _____ |

| | |
|-----------------------------|-------------------------------|
| Conducted By: _____ | Acknowledged by: _____ |
| SIGNATURE OVER PRINTED NAME | SIGNATURE OVER PRINTED NAME |
| _____ | |
| Date of Completion | |

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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