

	<b>PREVENTIVE MAINTENANCE CHECKLIST</b>	Form No.	<b>WVSU-MIS-SOI-03-F02</b>	
		Issue No.	1	
		Revision No.	1	
	<b>WEST VISAYAS STATE UNIVERSITY</b>	Date of Effectivity	<b>July 26, 2022</b>	
		Issued by	<b>MIS</b>	
		Page No.	<b>Page 1 of 1</b>	

Control No.: \_\_\_\_\_ Property Number: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

End-user/System Owner: \_\_\_\_\_ Office/Unit/Department: \_\_\_\_\_

<input type="radio"/> <b>Computer</b> <i>(Mark check the appropriate computer type)</i>		<input type="radio"/> <b>For Other ICT Property</b>	
<input type="radio"/> <b>Desktop</b>	<input type="radio"/> <b>Laptop</b>	<input type="radio"/> <b>Other ICT Equipment</b>	<input type="radio"/> <b>Information System and Other Software</b>
<b>1. Hardware</b> <input type="checkbox"/> Complete Components & Peripherals <input type="checkbox"/> Remove Dust Build-up <input type="checkbox"/> Check Power/Overheating Issues <input type="checkbox"/> Check/Optimize Network Connectivity	<b>2. Software</b> <input type="checkbox"/> Up-to-date Drivers <input type="checkbox"/> Remove Unwanted Registry Files <input type="checkbox"/> Defragment Disk Drive <input type="checkbox"/> Complete Productivity Tools <input type="checkbox"/> Scan for Viruses <input type="checkbox"/> Optimize Start-up <input type="checkbox"/> Check OS and Other Licenses <input type="checkbox"/> Delete Trash/Junk Files <input type="checkbox"/> Up-to-date Security Tools	Type: _____ <input type="checkbox"/> Software <input type="checkbox"/> Hardware <input type="checkbox"/> Network <input type="checkbox"/> Communications	Name: _____ <input type="checkbox"/> Connectivity <input type="checkbox"/> Software Maintenance <input type="checkbox"/> Database Backup <input type="checkbox"/> Application Backup

**Findings:**

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**Recommendations:**

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**Inspected By:**

\_\_\_\_\_  
Technical Staff

**Noted by:**

\_\_\_\_\_  
MIS Head

**Acknowledgement:**

\_\_\_\_\_  
End-user/System Owner