

# 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			
		Computer Name			
4.	Computer Hardware Settings	Verify Device Manager settings			
		BIOS up-to-date			
		Hard Disk			
		DVD or CD/RW-drive firmware up-to-date			
		Memory is O.K.			
		For Laptop: battery run-time is norm			
5.	Browser/Proxy Settings	Verify proper settings and operation			
6.	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			
		Fans are operating			
10.	Peripheral devices	Mouse			
		Keyboard			
		Monitor			
		UPS			
		Printer			
		Telephone extension			
		Fax			

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

# Desktop Preventive Maintenance Checklist

**Jane Holcombe, Charles Holcombe**



## **Desktop Preventive Maintenance Checklist:**

**Upgrading and Repairing Laptops** Scott Mueller, 2004 Beyond cutting edge Mueller goes where no computer book author has gone before to produce a real owner's manual that every laptop owner should have This book shows the upgrades users can perform the ones that are better left to the manufacturer and more **CompTIA Server+ Certification** Ron Gilster, 2024-04-22 All you need to become Server certified KEY FEATURES Complete coverage of all Server exam objectives Plain language and real world examples Two complete practice exams DESCRIPTION This book highlights in simple language the hardware software security and administrative technologies readers should know to pass the CompTIA Server exam This book starts with hardware architectures and then inspects RAID configurations SAN NAS technologies and maintenance tasks It will simplify Windows Server Linux distributions and macOS Server from installation to user management and service configuration This book will also uncomplicate IP addressing subnetting VLANs and virtualization with Hyper V VMware and KVM Through this book the readers can implement robust security measures with encryption access control intrusion detection prevention and disaster recovery strategies They can use scripts to automate learn asset management techniques and implement efficient backup and recovery solutions This book also makes use of systematic methodologies and tools to diagnose and resolve hardware software network and security issues The Server certification indicates employers and the world that you have the skills and knowledge required to perform the duties of a network server administrator WHAT YOU WILL LEARN Gain the specific knowledge required to pass the CompTIA Server exam Learn server administration concepts that apply to all systems Earn an industry recognized credential for server administrators Learn the specific duties and responsibilities of network server administrators Use practice exams to prepare for the Server exam WHO THIS BOOK IS FOR While the CompTIA Server certification recommends that candidates have two to four years of hands on experience this book is written at a level that allows IT professionals with less experience to gain the knowledge required to pass the exam and become certified TABLE OF CONTENTS Part 1 Server Hardware Installation and Management 1 Physical Hardware 2 Data Storage 3 Server Hardware Maintenance Part 2 Server Administration 4 Server Operating Systems 5 Network Infrastructure Services 6 Configure Network Servers 7 High Availability 8 Virtualization 9 Scripting 10 Asset Management 11 Licensing Part 3 Security and Disaster Recovery 12 Data Security 13 Physical Security 14 Access Management 15 Risk and Mitigation 16 Server Hardening and Decommissioning 17 Backup and Restore 18 Disaster Recovery Part 4 Troubleshooting 19 Troubleshooting Methods 20 Hardware Issues 21 Storage Issues 22 Operating System and Software Issues 23 Software Tools and Techniques 24 Network Connectivity Issues 25 Network Tools and Techniques 26 Troubleshooting Security Issues Appendix A CompTIA Server Certification Exam Practice Test 1 Appendix B CompTIA Server Certification Exam Practice Test 2 Appendix C CompTIA Server Acronyms Appendix D Key Terms Concepts Appendix E Answers to Practice Test 1 Appendix F Answers to Practice Test 2 **CompTIA A+ Certification Study Guide 8/E Exams**

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