



**BORANG PENYELENGGARAAN BERKALA BAGI  
PEJABAT DAERAH DAN TANAH MELAKA TENGAH**

**PERALATAN KOMPUTER**

Pemilik Peralatan/Jawatan	Lama			Domain		Workgroup	
	Baru			Computer Name			
Bahagian/ Unit				Username			
	Komputer	Monitor	Tetikus	Papan Kekunci		Pencetak	
No. Aset							
No. Siri							
Model							

Bil	Sistem Operasi / OS	Status
1.1	Window XP / Vista/ 7	XP / Vista / 7
1.2	Can boot smoothly / working	
1.3	Driver all add on install	
1.4	Device Manager and REFRESH	
1.5	Open Word, Excel, Power Point all in one time	
1.6	Auto Shutdown properly	
1.7	Restart / reboot PC several times	
1.8	Run Disk clean up	
1.9	Preview System Log File	
1.10	Update for latest Window Patches	
1.11	Update latest version of antivirus	
1.12	Scan and cleanup virus	
1.13	Check and verify event / error log / dump file (if any)	
1.14	Backup / audit configuration files.	
1.15	Domain Status	

No.	CD. ROM	Status
2.1	Busy LED	
2.2	Eject Button	
2.3	Test with CD ROM - Reasing (Cleaning Proses)	
2.4	Test with CD Audio (functioning cable audio)	

No.	Display Setting	Status
3.1	Colour : High Colour (16 bit/32 bit)	
3.2	Resolution : 800X600 / 1024X786/ 1280X1024	
3.3	Test most screen saver (check capability)	

No.	Mouse	Status
4.1	Scroll well (clean ball & roller / laser)	
4.2	Both button can click	

No.	Floppy Disk	Status
5.1	Busy LED	
5.2	Read / Write function (cleaning process)	

Bil.	Monitor	Status
6.1	Clean Exterior of monitor & screen	
6.2	Driver monitor for high resolution	
6.3	Adjust setting (ie.Brightness, contrast)	
6.4	Power on/ off	

Bil.	Hardisk	Recommendation	Status
7.1	Capacity	GB	GB
7.2	Busy LED		
7.3	Read/ Write function		
7.4	Through scandisk		
7.5	Defragmentation		

Bil.	PC	Status
8.1	Check power supply / fan / CPU status	
8.2	Physical hardware cleanliness	
8.3	Vacuum the device exterior and interior surface	
8.4	Update serial number for PC, monitor, mouse, keyboard, printer	

Bil.	Printer	Status
9.1	Check data cable and power cord	
9.2	Test print in word	
9.3	Print configuration report from printer (attach with report)	
9.4	Vacuum the device exterior	

No.	Remark	Recommendation	Status
10.1	Random Access Memory		
10.2	Printer problem (if available)		
10.3	Uninstall toolbars (If Available)		
10.4	Virus list (If Available)		
10.5	Uninstall games (If Available)		
10.6	Uninstall credential manager & product tools		
10.7	Change local administrator password		
10.8	Network Connection To Hub		Yes / No
10.9	Other Recommendation		

Dengan ini adalah disahkan bahawa penyelenggaraan peralatan / sistem telah dilaksanakan pada tarikh berikut :-

Cap & Tandatangan Pengguna Peralatan :

Tandatangan Juruteknik ICT :

Disahkan Oleh :-

Tarikh :

Tarikh :

Tarikh :