

**ANNEXURE-I**

**PREVENTIVE MAINTENANCE OF COMPUTER SYSTEMS/PERIPHERALS  
INSTALLED in DEPARTMENT OF POSTS, WESTERN REGION, COIMBATORE**

Office Name :  
 Location/Address :  
 Telephone No. :  
 Officer Name :  
 Email-id :  
 Period :  
 Date :  
 M/c Type (with Sl.No) :  
 M/c Configuration :

**(Use separate PM sheet for each equipment)**

Name of the equipment : Server/ PC/ Printer/ Hub/ UPS etc

Action taken :

**(A) Environmental/Electrical conditions :**

- i) Dust Level O.K. (Y/N) :
- ii) Temperature :  
 (Recommended 22 to 28 degree C)
- iii) Humidity O.K. (Y/N) :
- iv) Voltage :  
 L-N :  
 L-E :  
 N-E :

**(B) System/Printer**

- i) Cleaned- Dust (Y/N) :  
 FDD (Y/N) :  
 CDROM (LENS) (Y/N) :  
 Printer Sensors (Y/N) :
- ii) Configuration Checked (Y/N) :
- iii) OS/ Drive Checked (Y/N) :
- iv) Network Connectivity OK (Y/N) :
- v) Performance OK (Y/N) :
- vi) Defragmentation OK (Y/N) :
- vii) Temp file removal (Y/N) :
- viii) Response time checked (Y/N) :

**(C) Virus updated/Checked OK (Y/N) :**

i) Virus Scanner Used :

General Layout :

Suggestions (If any) :

Remarks :

Start Time: End Time: (To be noted by Supervisor Incharge)

**User**

Name :  
 Designation:  
 Email-id :

**Officer Incharge**

Name :  
 Designation :  
 Email-id :

**Engineer**

Name :  
 Organisation :

Telephone No:

Telephone No. :