



KAIMOSI FRIENDS UNIVERSITY COLLEGE
(A Constituent College of Masinde Muliro University of Science and Technology)
P.O BOX 385-50309
KAIMOSI

DIRECTORATE OF ICT

PREVENTIVE MAINTENANCE FORM

PART 1: USER INFORMATION

SCHOOL/DIRECTORATE/DEPARTMENT /SECTION/UNIT.....
PHYSICAL STATION (ROOM / BLDG)
NATURE OF PROBLEM
REQUESTING OFFICER SIGNATURE..... DATE TIME.....

PART 2: TECHNICAL INFORMATION

(Tick as appropriate)

PART 2.1 Hardware Issues

PART 2.2 Software Issues

- 1. Computer cleaning and Dusting
- 2. Keyboard, Mouse Failure
- 3. Printer Maintenance
- 4. UPS Maintenance
- 5. LCD / Monitor Maintenance
- 6. Power cables Maintenance
- 7. Network Maintenance
- 8. New Hardware Installation
- 9. Others, Specify

- 1. Computer backup
- 2. Network Configuration
- 3. Antivirus installation/Update
- 4. Ms Office Upgrade
- 5. Software Installation
- 5. Operating System update
- 6. Others, Specify
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ACTION TAKEN

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STAFF PRESENT: SIGNATURE..... DATE..... TIME.....

PART 3: REMARKS

TECHNICAL STAFF

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IN CHARGE ICT

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