

**BORANG PENYELENGGARAAN KOMPUTER SECARA BERKALA**

Nama Pengguna : \_\_\_\_\_ Tarikh : \_\_\_\_\_  
 Sub Kategori : \_\_\_\_\_ No.Siri Pendaftaran : \_\_\_\_\_  
 Jenis / Jenama : \_\_\_\_\_ Lokasi : \_\_\_\_\_

\*\* Sila tanda (✓) sekiranya dalam keadaan baik dan (X) sekiranya perlu penyelenggaraan selanjutnya\*\*

**OPERATING SYSTEM** ✓

Working Normally	<input type="checkbox"/>
All driver are installed	<input type="checkbox"/>
Open all Microsoft office in one time	<input type="checkbox"/>
Auto Shutdown normally	<input type="checkbox"/>
Reboot PC 3x times	<input type="checkbox"/>
Run disk cleanup	<input type="checkbox"/>

**MOUSE** ✓

Scroll testing (cleaning roller)	<input type="checkbox"/>
Both buttons functioning	<input type="checkbox"/>
Check cable	<input type="checkbox"/>

**KEYBOARD** ✓

Check LED	<input type="checkbox"/>
Random typing in words apps	<input type="checkbox"/>
Check cable	<input type="checkbox"/>

**MONITOR** ✓

Driver has been installed	<input type="checkbox"/>
Adjustment buttons	<input type="checkbox"/>
Switch off / on buttons	<input type="checkbox"/>
Check cable	<input type="checkbox"/>

**CD / DVD ROM** ✓

Busy LED	<input type="checkbox"/>
Eject button	<input type="checkbox"/>
Read / Write functioning	<input type="checkbox"/>
Check cable connection	<input type="checkbox"/>

**HARD DISK** ✓

Check Capacity / size been used	<input type="checkbox"/>
Busy LED	<input type="checkbox"/>
Scandisk	<input type="checkbox"/>
Defragmentation	<input type="checkbox"/>
Check cable connections	<input type="checkbox"/>

**DISPLAY SETTING** ✓

High color resolution compatible	<input type="checkbox"/>
Test most screensaver	<input type="checkbox"/>
Resolution test at (800x600)	<input type="checkbox"/>
(1024x768)	<input type="checkbox"/>

**SOFTWARE** ✓

Virus update definition	<input type="checkbox"/>
Virus/Spyware/Malware/ Spam Scanning	<input type="checkbox"/>
Virus expired date	<input type="checkbox"/>

**PRINTER** ✓

Test print in text apps	<input type="checkbox"/>
Check cable connections	<input type="checkbox"/>
Clean exterior and interior (ink or tonner)	<input type="checkbox"/>

**CATATAN**

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Tandatangan Juruteknik :

Tandatangan Pengguna :

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