



# KENYATTA UNIVERSITY

## DIRECTORATE OF INFORMATION COMMUNICATION AND TECHNOLOGY PREVENTIVE MAINTENANCE FOR ICT EQUIPMENT SUMMARY SCHEDULE 2017/2018

### 1. CPUs

| CHECKS COMPLETED                                             | YES (√) | NO (x) |
|--------------------------------------------------------------|---------|--------|
| Are application checks e.g. software updates are up to date? |         |        |
| Hardware status (RAM, Hard disk etc) is fine?                |         |        |
| Security checks e.g. Anti-virus update                       |         |        |
| Connection checks(Checks/Tests power/network/peripherals)    |         |        |
| Cleanliness checks                                           |         |        |

### 2. MONITORS

| CHECKS COMPLETED                              | YES (√) | NO (x) |
|-----------------------------------------------|---------|--------|
| Hardware status (RAM, Hard disk etc) is fine? |         |        |
| Cleanliness checks                            |         |        |

### 3. N-COMPUTING DEVICES

| CHECKS COMPLETED                              | YES (√) | NO (x) |
|-----------------------------------------------|---------|--------|
| Hardware status (RAM, Hard disk etc) is fine? |         |        |
| Cleanliness checks                            |         |        |

### 4. PRINTERS

| CHECKS COMPLETED                              | YES (√) | NO (x) |
|-----------------------------------------------|---------|--------|
| Hardware status (RAM, Hard disk etc) is fine? |         |        |
| Cleanliness checks                            |         |        |

## 5. PROJECTORS

| CHECKS COMPLETED                              | YES (✓) | NO (×) |
|-----------------------------------------------|---------|--------|
| Hardware status (RAM, Hard disk etc) is fine? |         |        |
| Cleanliness checks                            |         |        |

## 6. UPS

| CHECKS COMPLETED                              | YES (✓) | NO (×) |
|-----------------------------------------------|---------|--------|
| Hardware status (RAM, Hard disk etc) is fine? |         |        |
| Cleanliness checks                            |         |        |
| Battery Status                                |         |        |

## 7. DATES

| QUARTER                                     | DATES                                        |
|---------------------------------------------|----------------------------------------------|
| Q1 (1st July 2017 to 30th September 2017)   | 25th September, 2017 to 30th September, 2017 |
| Q2 (1st October 2017 to 31st December 2017) | 20th December, 2017 to 31st December, 2017   |
| Q3 (1st January 2018 to 31st March 2018)    | 26th March 2018 to 31st March 2018           |
| Q4 (1st April 2018 to 30th June 2018)       | 25th June, 2018 to 30th June, 2018           |

## 8. EVIDENCE

Four (4) Quarterly Preventive Maintenance Reports

**APPROVED BY DIRECTOR, ICT**