JOB ORDER REPORT

Maintenance & Hardware Related

Doc. Control No.: _____
Revision No.: _____

Date/Time: _____ Dept./Office : _____ Phone Number: _____
Problem reported by (contact person): _____

Description of Problem/Complaint:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Nature of Activity:

☐ Installation/Configuration ☐ Upgrade ☐ Virus Removal
☐ Troubleshoot/Repair Hardware ☐ Pull-out/Deliver ☐ LAN Cabling
☐ PMS ☐ Others _____

Action Taken/Remarks:

_____
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PREVENTIVE MAINTENANCE CHECKLIST

EXTERNAL CLEANING

☐ MONITOR
☐ CPU
☐ KEYBOARD
☐ MOUSE
☐ SPEAKER
☐ CABLES
☐ OTHERS: _____

INTERNAL CLEANING OF CPU

☐ CASING & POWER SUPPLY
☐ MOTHERBOARD
☐ HDD/SSD DRIVES
☐ VIDEO CARD
☐ LAN CARD
☐ AUDIO CARD
☐ SDRAM/RAM/MEMORY
☐ FANS
☐ CONNECTORS

OS. SOFTWARES/DRIVERS/OTHERS

☐ DELETE COOKIES AND TEMP FILES
☐ UPDATE AND CONFIGURE ANTIVIRUS
☐ UPDATE AND CONFIGURE OS.
☐ UPDATE AND CONFIGURE SOFTWARES
☐ UPDATE DRIVERS
☐ SCANDISK AND OPTIMIZED DISK
☐ BACKUP FILES
☐ CHECKED NETWORK CONFIGURATION
☐ OTHERS: _____

Service rendered by:

_____ _____
_____ _____
_____ _____

(TO BE FILL-UP BY MIS DEPT PERONNEL ONLY)

JOB ORDER AUTHORIZED BY:

_____
PRINTED NAME/SIGNATURE

_____
POSITION

DATE: _____ 20 _____

User Acceptance:

Time of Arrival: _____ Time of Completion: _____

☐ Job Completed ☐ For further testing/evaluation ☐ Item for pull-out

Remarks: _____
_____
_____
_____
_____
_____

_____ _____
Printed Name/Signature Date/Time

NOTE:
For pull-out/delivery of repaired equipment a copy of the accomplished JO Form must be given to the Security Office