



**DEPARTMENT OF LABOR AND EMPLOYMENT
INFORMATION TECHNOLOGY (IT)
ASSESSMENT AND PREVENTIVE MAINTENANCE CHECKLIST**

As of (YEAR)

DOLE-QE-SP-07.01 Revision No. 01 Effective Date: 16 March 2018
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Name of Agency/Office:
 MISD Staff:
 IT Technical Partner:
 Date Conducted:

1.1. EQUIPMENT: DESKTOP PC
 Total No. of Units: _____

BRAND	MODEL	SERIAL NO.	OS-PROPERTY NO.	DATE ISSUED	WITH WARRANTY		CLEAR MONITOR		ACTIVE CMOS BATTERY		CHARGING UPS		WORKING NO PORTS & CONNECTORS		UPDATED/ PATCHED O.S.		WEEKLY SCAN ANTI-VIRUS		WORKING KEYBOARD & MOUSE		REMARKS	RECOMMENDATION		
					YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO						



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Name of Agency/Office:
 MISD Staff:
 IT Technical Partner:
 Date Conducted:

I.T. EQUIPMENT: LAPTOP
 Total No. of Units: _____

BRAND	MODEL	SERIAL NO.	OS- PROPERTY NO.	DATE ISSUED	WITH WARRANTY		CLEAR MONITOR		WORKING I/O PORTS & CONNECTORS		UPDATED OPERATING SYSTEM		WORKING CHARGER		WORKING KEYBOARD		REMARKS	RECOMMENDATION
					YES	NO	YES	NO	YES	NO	YES	NO	YES	NO				



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Name of Agency/Office:
MSD Staff:
IT Technical Partner:
Date Conducted:

IT EQUIPMENT: PRINTER

Total No. of Units: _____

BRAND	MODEL	SERIAL NO.	OS- PROPERTY NO.	DATE ISSUED	WITH WARRANTY		WORKING I/O PORTS & CONNECTORS		UPDATED DRIVER		REMARKS	RECOMMENDATION
					YES	NO	YES	NO	YES	NO		

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Name of Agency/Office:
 MSD Staff:
 IT Technical Partner:
 Date Conducted:

I.T. EQUIPMENT: SCANNER
 Total No. of Units: _____

BRAND	MODEL	SERIAL NO.	OS- PROPERTY NO.	DATE ISSUED	WITH WARRANTY		WORKING I/O PORTS & CONNECTORS		UPDATED DRIVER		REMARKS	RECOMMENDATION
					YES	NO	YES	NO	YES	NO		