

Annex B
Preventive Maintenance List of Activities

- Blow dust out of system units, monitors, keyboards, air conditioning and UPS.
- Clean the keyboard screens, mouse, CD-ROMs and other peripherals.
- Clean and verify operation of all cooling fans (case and processor).
- Clean exterior case of the equipment; monitor enclosure and the monitor/screen.
- Perform industry standard diagnostic test set on computers, printers and other peripherals.
- Remove Toner from the Printers, Clean the Fusing Units and Remove Paper Jams.
- Refill inks of Desk Jet Printers.
- Hardware Servicing, File system checks, check if Battery is still functioning or Needs Replacement etc.
- Resolve all error conditions indicated by diagnostics testing or visual inspection and continue to perform testing until an error-free condition exists.
- Verify correct system operation.
- Perform antivirus checks and updates; remove virus, Trojans, spyware and any malware.
- Install updates on applications, operating systems and utility programs when needed.
- Perform other activities that are deemed necessary for the smooth operation of the equipment.

Source: <http://www.afaas-africa.org/sites/default/files/tenders/Revised%20TERMS%20OF%20REFERENCE%20FOR%20ICT%20MAINTENANCE%20%20REPAIRS%202016-Final.pdf>

Google Drive link that contains the Existing Hardware Specifications and Inventory of ICT Equipment of Philippine Science High School-Main Campus

<https://drive.google.com/open?id=19z7zm7oTXM2rAcqYtRY7etsgw8iB6X3G>