

## Ashoka Universal School Wadala Nashik

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DATE: / /	REV NO:- 0 Date:-02/01 /2013		
<b>Preventive Maintenance Check List</b>			
Department	System Name	S/N No	Checking Date:
smartclass	Rm-24	PG00NCKS	13/10 <del>14/8</del> /2020
Sr.No	Equipment Status For	Status While Checking	Remark
1	Computer Speed found satisfactory	OK	
	Network speed found satisfactory	OK	
	HDD Working found satisfactory	OK	
	Mouse Working found satisfactory	OK	
	Monitor Working found satisfactory	OK	
	All Cards are well Fitted on Motherboard	OK	
	Printer & Power Cords are Well Connected	OK	
	All the Keys Of Keyboard are Working Properly	OK	
2	Printer Status		
	DOTMATRIX PRINTER		
	a) All the pins of printer head are working		
	b) Cartridges, Locks & gear assembly is ok		
	c) Sprockets & Levers are working OK		
	d) Printer Knobs are intact		
	e) Control Panels & switches are intact		
	LASER PRINTERS		
	Paper Intake and Out Eject is Working Properly		
	No Hard Sound During Operations		
3	UPS Supply is Proper(if Provided)		
	Batteries are serviced & charged		
	Other remarks & requirements if any		

Checked By



IT Officer / Lab Asst

Verify by



Sr. IT Officer