

UNIT ICT, PEJABAT KETUA PEGAWAI KESELAMATAN KERAJAAN MALAYSIA

JADUAL PENYELENGGARAAN KOMPUTER

Penyelenggaraan komputer (bukan sewaan) dibuat secara berkala, iaitu 2 kali setahun. Sila tandakan dalam kotak yang disediakan

Jenama komputer : _____

No. siri komputer : _____

Operating System (✓)

Working normally	
Correct version of OS	
Device manager and REFRESH	
All driver are installed	
Open all office application in one time	
Auto shutdown normally	
Reboot PC several time	
Delete all temporary/useless files	
Run disk cleanup	

Mouse (✓)

Scroll testing (please clean ball / roller)	
Both buttons functioning	
Check cable	

Keyboard (✓)

Check LED	
Random typing in word apps	
Check cable	

Monitor (✓)

Driver for high resolution installed	
Adjustment buttons	
Switch off / on button	
Check cable	

CD / DVD ROM (✓)

Busy LED	
Eject button	
Read / write functioning	
Check cable connections	

Floppy Disk (✓)

Busy LED	
Read / write functioning	
Check cable connections	

Hard Disk (✓)

Check capacity and condition	
Busy LED	
Thorough scandisk	
Defragmentation	
Check cable connections	

Display Setting (✓)

High color resolution compatible	
Test most screensaver	
Resolution (800x600/1024x768)	

Software (✓)

Virus definition update	
Spyware scanning	
Update all patches needed	

Scanner (✓)

Clean exterior	
Defector functioning at icon tray	
Image and text scantest	
Check cable connections	

Printer (✓)

Test print in text apps	
Check cable connections	
Clean exterior and interior (ink cartridge)	

Status : _____

Nama staff / pengguna : _____

Tarikh : _____

Tandatangan : _____