

EXPERT PERSONAL COMPUTER SERVICES, INC.

SERVICE CONTRACT PREVENTATIVE MAINTENANCE FORM:

Customer name: _____
Person Spoke to: _____

Date: _____
Tech: _____

CHECKLIST FOR WORKSTATIONS:

1. Temporary files have been all computers have temp files removed. _____
2. After emptying the recycle bin, there is room on the hard drive. _____
3. Virus protection has been updated. _____
4. If online, email has been protected. _____
5. No data is being stored on the local station. _____
6. A scandisk, defrag has been performed or is scheduled. _____
7. This computer has enough RAM, and hard drive space. _____

CHECKING THE FILE SERVER:

8. The file server is performing a full back up daily. _____
9. Tapes are being rotated, and are labeled. _____
10. The backup daily status can be checked from a local machine. _____
11. The customer knows how to do this. _____
12. The server has adequate hard drive space and plenty of RAM. _____

OVERALL OPERATION:

13. Do any computers run slow? _____
14. Do you recommend any upgrades of new computers for this customer? _____
15. Is a new server in order? _____
16. Are all printers working properly? _____
17. Are there any patches, of software upgrades that should be applied? _____
18. Does the customer have any questions about their computers? _____

OBSERVATIONS ABOUT CUSTOMER'S SITE:

Your personal recommendations and observations: _____

Actual Date: _____ Start Time: _____ End Time: _____

Signatures:

Customer: _____ Technician: _____