



## PROCEDURES MANUAL

Document No. : PM-ADM-MIS-02 Eff. Date : 12-20-19

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## PREVENTIVE MAINTENANCE OF COMPUTERS

### I. OBJECTIVE

This procedure clearly defines the process of the maintenance of computers.

### II. SCOPE

This covers the entire **VALENCIA CITY WATER DISTRICT's** desktop computers and laptops.

### III. RESPONSIBILITY AND RESOURCES

MIS personnel

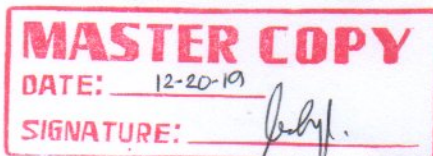
### IV. DEFINITION OF TERMS

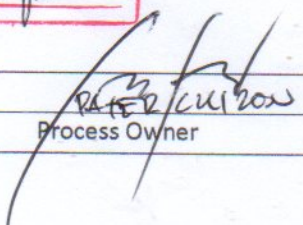
### V. REFERENCE DOCUMENTS

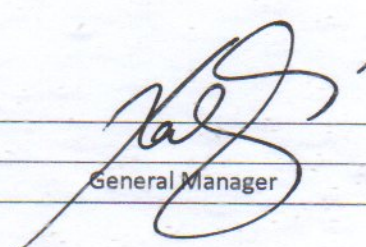
**MOTHERBOARD MANUAL** available online in case of BIOS problems like unable to power on or no display.

### VI. RECORDS GENERATED

PM maintenance form, computer master list.



Prepared by:  Process Owner

Approved by:  General Manager





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VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/ Policy	Responsible Person	Retained Information
01		1.1 Check computer and peripherals connections. Boot up or power on computer.	Steps in setting up computer manual.	Pater C. Cuizon	N/A
02	<p>all checklist items passed?</p> <p>Yes</p> <p>No</p> <p>(A)</p>	2.1 Refer to form FM-MPL-06 or the preventive maintenance form checklist.  2.2 Check every detail on the checklist and update the working status of each components/parts pullout computer for repair and cleaning if component fails. (A)	Steps in setting up computer manual.	Pater C. Cuizon	N/A
03	<p>Is the computer Dusty?</p> <p>Yes</p> <p>No</p> <p>END (oval)</p>	3.1 Check if the computer unit accumulates dust. Pull out computer for cleaning if it is dusty 3.2 When there is no dust accumulation then the maintenance is considered done.	Steps in setting up computer manual.	Pater C. Cuizon	N/A

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04		4.1 File the preventive maintenance checklist to form part of the accomplishment report	Steps in setting up computer manual.	Pater C. Cuizon	Preventive maintenance checklist form.
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
05	<pre> graph TD     A((A)) --&gt; B[Physical Cleaning]     B --&gt; C{Are there any defective parts?}     C -- No --&gt; D[/Boot up/Start/]     C -- Yes --&gt; E{Fixed?}     E -- Yes --&gt; D     E -- No --&gt; F[Recommend for replacement]     F --&gt; D     D --&gt; G([END])     </pre>	<p>5.1 Blowering the computer and brushing to remove accumulated dust on every part/component of the computer.</p> <p>5.2 Check for any defective hardware and software. Do the repair. Submit recommendation.</p> <p>5.3 Start up the computer. Determine if it is already okay and functioning. Turn over to respective user. File the preventive maintenance checklist to form part of the accomplishment report.</p>	Steps in setting up computer manual.	Pater C. Cuizon	N/A

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