**Assessment Event No:**

**Computer Room No: Comp1**

**Computer Maintenance Schedule**

**Computer Number:**

**Tasks Completed By: (1) (2)**

**(3) (4)**

**Room Operating Conditions – (Room Ventilation adequate) Yes/No.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Software Check List:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date | Term 1  Issues Found & Computer No: | Issues Resolved Date & Sign Off | Date | Term 2  Issues Found | Issues Resolved Date & Sign Off | Date | Term 3  Issues Found | Issues Resolved Date & Sign Off | Date | Term 4  Issues Found | Issues Resolved Date & Sign Off |
| **Software** |  | Checked and working (or any issues to report) |  |  |  |  |  |  |  |  |  |  |
| **Microsoft Word** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Microsoft Excel** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Microsoft PowerPoint** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Snipping Tool** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vueprint Pro** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sketch Up** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Express PCB** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sweet Home** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Kodu Game Lab** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Muse** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Dreamweaver** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Flash Professional** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe In Design** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Illustrator** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Photoshop** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Edge Animate** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Audition** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Video and Audio** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Adobe Premiere Elements** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Windows Media Player** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Audacity** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Geogebra** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hardware Functions** |  | Report on (any) issues |  |  | Report on (any) issues |  |  | Report on (any) issues |  |  | Report on (any) issues |  |
| **Device Name** |  |  |  |  |  |  |  |  |  |  |  |  |
| **MTM Model Number** |  |  |  |  |  |  |  |  |  |  |  |  |
| **S/No:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Check RAM size** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Disc Free Space** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Check Cache** |  |  |  |  |  |  |  |  |  |  |  |  |
| **List and Components Replace** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Check Maintenance Reqt’s** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Parts Components Req’d** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Warranty Check (note if out of wty)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **WH&S Safe Work Issues** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Note any hardware issues affecting computer performance** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Security Locks in Place** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Empty My Documents Folder** |  |  |  |  |  |  |  |  |  |  |  |  |
| **If issues which cannot be resolved a maintenance request to be completed** |  |  |  |  |  |  |  |  |  |  |  |  |
| **(Spaces for additional software – if needed)** |  |  |  |  |  |  |  |  |  |  |  |  |
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