

Preventive Maintenance Plan for ABC Corporation

Immediate Tasks

Department - Computer	Action	Completed By	Date	Comments
Bailey, Betsy - Dell, Optiplex GX100	General: Defragment and Scan Disk			
Bailey, Betsy - Dell, Optiplex GX100	General: Needs General Cleaning			
Bailey, Betsy - Dell, Optiplex GX100	Hardware: Upgrade Memory to 256MB			
Bailey, Betsy - Dell, Optiplex GX100	Software: Update Windows Service Pack			
Bailey, Betsy - Dell, Optiplex GX100	Software: Needs Internet Explorer Update			
Cartwright, Angela - Dell, Dimension 4300S	General: Needs General Cleaning			
Cartwright, Angela - Dell, Dimension 4300S	General: Defragment and Scan Disk			
Channing, Carol - Dell, Dimension L550R	Hardware: Upgrade Memory to 256MB			
Channing, Carol - Dell, Dimension L550R	Software: Update Windows Service Pack			
Channing, Carol - Dell, Dimension L550R	Software: Needs Latest Internet Explorer Update			
Day, Doris - Dell, Inspiron 4100	General: Defragment and Scan Disk			
Day, Doris - Dell, Inspiron 4100	Software: Needs Latest Internet Explorer Update			
Gardner, Mary - Dell, Dimension L933R	General: Defragment and Scan Disk			
Gardner, Mary - Dell, Dimension L933R	Hardware: Upgrade memory to 256MB			
Gardner, Mary - Dell, Dimension L933R	Software: Update Windows Service Pack			
Gardner, Mary - Dell, Dimension L933R	Software: Needs Internet Explorer Update			
Jerome, Donna - Dell, Dimension L1000R	General: Defragment and Scan Disk			
Jerome, Donna - Dell, Dimension L1000R	Hardware: Upgrade Memory to 256MB			
Jerome, Donna - Dell, Dimension L1000R	Software: Update Windows Service Pack			
Jerome, Donna - Dell, Dimension L1000R	Software: Needs Internet Explorer Update			
Jones, Sharon - Dell, Dimension 4300S	General: Needs General Cleaning			
Jones, Sharon - Dell, Dimension 4300S	General: Defragment and Scan Disk			
Jones, Sharon - Dell, Dimension 4300S	Software: Update Windows Service Pack			
Myles, Kevin - Dell, Dimension XPS T450	General: Needs General Cleaning			
Myles, Kevin - Dell, Dimension XPS T450	General: Error on Boot-up.			
Myles, Kevin - Dell, Dimension XPS T450	Hardware: Upgrade Memory to 256MB			
Myles, Kevin - Dell, Dimension XPS T450	Hardware: Upgrade Memory to 256MB			
Myles, Kevin - Dell, Dimension XPS T450	Software: Needs Latest Internet Explorer Update			
Myles, Kevin - Dell, Dimension XPS T450	Software: Update Windows Service Pack			
Peck, Karin - Dell, Dimension L866R	General: Needs General Cleaning			
Peck, Karin - Dell, Dimension L866R	General: Defragment and Scan Disk			
Peck, Karin - Dell, Dimension L866R	Hardware: Upgrade Memory to 256MB			
Peck, Karin - Dell, Dimension L866R	Software: Update Windows Service Pack			
Peck, Karin - Dell, Dimension L866R	Software: Needs Internet Explorer Update			
Server - Dell, Power Edge 1400	Equipment: Purchase a new switch			
Server - Dell, Power Edge 1400	Equipment: Purchase a firewall			

Computer Support Plan

Developed for ABC Corporation

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Immediate Tasks

09/24/2002

Department - Computer	Action	Completed By	Date	Comments
Server - Dell, Power Edge 1400	General: Needs General Cleaning			
Server - Dell, Power Edge 1400	General: Defragment and Scan Disk			
Server - Dell, Power Edge 1400	Software: Needs Internet Explorer Update			
Smith, Robin - Dell, Dimension XPS 4100	General: Needs General Cleaning			
Smith, Robin - Dell, Dimension XPS 4100	General: Needs Latest Internet Explorer Update			
Smith, Robin - Dell, Dimension XPS 4100	Hardware: Upgrade Memory to 256MB			
Smith, Robin - Dell, Dimension XPS 4100	Software: Update Windows Service Pack			

Computer Support Plan

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