Preventive Maintenance Record for Laptops

Laptop / Asset Tag No.:

User / Department:

Model / Serial No.:

Location:

Maintenance History

Date	Checklist	Findings / Action Taken	Technician	Remarks
	• Clean keyboard, screen, exterior • Check battery health • Check disk space & health • Update OS & antivirus • Backup verification			
	• Clean keyboard, screen, exterior • Check battery health • Check disk space & health • Update OS & antivirus • Backup verification			

Next Scheduled Maintenance:

Additional Notes