

Computer Equipment Maintenance Checklist

Date: _____

Location: _____

Inspected by: _____

Equipment Checklist

Item	Description	Status (OK / Needs Attention)	Comments
1. Monitor	Check for display clarity, no cracks or flickering		
2. Keyboard	Check keys for function, cleanliness		
3. Mouse	Ensure pointer movement is smooth, clean surface		
4. CPU / System Unit	Check for noise, heating, and physical integrity		
5. Cables & Connections	All cables properly connected and undamaged		
6. Power Supply	Power cable, plug, and outlet check		
7. UPS	Check battery status and backup function		
8. Printer / Scanner	Print/scan test page, paper feed, connections		
9. Software	Operating system, antivirus, updates		
10. Network	Test internet connection, LAN cable, Wi-Fi		

Additional Notes

Signature: _____

Date: _____