

UNIVERSITY OF ELDORET

DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION



MAINTENANCE SCHEDULE

SECTION/DATE	PHASE I: SEPT-OCT 2023													
	SEPT							OCT						
	1st-4th	6th-8th	11th-12th	13th-15th	18th-19th	20th-22nd	25th-29th	2nd-3rd	4th-6th	9th-11th	12th-13th	16th-17th	18th-20th	23rd-27th
DEPARTMENT OF BIOLOGICAL SCIENCES	■													
DEPARTMENT OF BIOTECHNOLOGY		■												
DEPARTMENT OF WILDLIFE MANAGEMENT			■											
DEAN, SCHOOL OF SCIENCE				■										
DEPARTMENT OF MATHs & COMP.SCIENCES				■										
DEAN, SCHOOL OF EDUCATION					■									
DEPARTMENT OF FISHERIES & AQUATIC SC.						■								
SALARIES							■							
DEPARTMENT OF CHEMISTRY & BIOCHEM							■							
UOE NAIROBI LIASON OFFICE								■						
DEPARTMENT OF COMMUNICATION STUDIES									■					
DEP. OF CORPORATE AND MARKT AFFAIRS										■				
DEPARTMENT OF EDUCATIONAL FNDTNS											■			
DEPARTMENT OF EDUC.PSYCH & SPECIAL ED												■		
DEPARTMENT OF CATERING													■	
SOCIAL SCIENCES														■
EDUCATIONAL PSYCHOLOGY														■

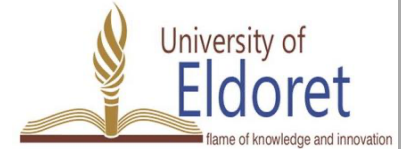
**DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE**

1. Blow /Dust off ICT Equipment.
2. Wipe/Clean Machines with Cleaning Solution.
3. Install,update the ESET antivirus, Scan for Malware attacks and Configure automatic ESET Updates.
4. Install Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assign Computer Name to reflect the User Department/University/User.
6. Create workgroups and domains per school/Departments.
7. Record UoE Tag No.,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS on the Maintenance Sign-Off form.
8. Partition Primary HDD for Data Security,Back up and Encryption.
9. Check and Record HDD Capacity, RAM Capacityand Processor Speed.
10. Label each PC/Printer with sticker indicating the date serviced and making recommendations where necessary on damaged equipment.
- 11.Install a Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Back up critical departmental data on Server/External Hard Disk Drives/Partitioned HDD Space.
- 13.Check and Repair faulty Network Cables,data sockets and configure network devices where applicable.



UNIVERSITY OF ELDORET

DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION



MAINTENANCE SCHEDULE

SECTION/DATE	PHASE II: NOV-DEC 2023													
	NOV								DEC					
	1st-3rd	6th-8th	9th-10th	13th-17th	20th-22nd	23rd-24th	27th-28th	29th-30th	1st	4th-6th	7th-8th	11th-15th	18th-19th	20th-22nd
DEAN, SCHOOL OF BUSINESS & MANAGEMENT SCIENCES														
DEAN, SCHOOL OF HUMAN RESOURCE DEVELOPMENT														
DEPARTMENT OF APPLIED ENVIRONMENTAL SOCIAL SCIENCE														
DEPARTMENT OF PHYSICS														
DEPARTMENT OF TECHNOLOGY EDUCATION & COMPUTER STUDIES														
DEPARTMENT OF FAMILY & CONSUMER SCIENCE														
DEPARTMENT OF STUDENT AFFAIRS														
DEPARTMENT OF PUBLIC HEALTH														
DEPARTMENT OF QUANTITATIVE SKILLS & DEVELOPMENT STUDIES														
DIRECTORATE OF INDUSTRIAL LINKS, PARTNERSHIPS & ALUMNI														
DIRECTORATE OF QUALITY ASSURANCE														
DIRECTORATE OF RESEARCH AND INNOVATION														
BOARD OF POSTGRADUATE STUDIES														
EDUCATIONAL MANAGEMENT														
GIS LABORATORY														
STUDENTS ADMISSION OFFICE														

**DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE**

1. Blowing the machines.
2. Wipe/Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.



UNIVERSITY OF ELDORET

DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION

MAINTENANCE SCHEDULE



SECTION/DATE	PHASE III: JAN-FEB 2024														
	JAN									FEB					
	8th	9th-12th	15th	16th-19th	22nd	23rd	24th	25th-31st	1st-2nd	5th-7th	8th-9th	12th-13th	14th-16th	19th-23rd	26th-29th
OFFICE OF THE CHANCELLOR	■														
OFFICE OF THE COUNCIL		■													
DEPARTMENT OF LEGAL SERVICES		■													
OFFICE OF THE REGISTRAR-(ADMINIST.)			■												
OFFICE OF THE REGISTRAR -(ACADEMIC)				■											
OFFICE OF THE REGISTRAR-(PLANNING)				■											
OFFICE OF THE VICE CHANCELLOR					■										
DEPUTY VICE CHANCELLOR - (A&F)						■									
DEPUTY VICE CHANCELLOR - (ASA)							■								
DEPARTMENT OF FINANCE/STUDENT FINANCE								■							
DEPARTMENT OF HUMAN RESOURCE									■						
PHYSICS LABORATORIES										■					
CHEMISTRY LABORATORIES											■				
MATHEMATICS LABORATORIES												■			
TECHNOLOGY EDUCATION LABORATORY													■		
FISHERIES LABORATORY														■	
DEPARTMENT OF TRANSPORT															■

**DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE**

1. Blowing the machines.
2. Wipe/Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.



MAINTENANCE SCHEDULE

SECTION/DATE	PHASE IV: MAR-APRIL 2024														
	MARCH								APRIL						
	4th-6th	7th-8th	11th-12th	13th-15th	18th-22nd	25th-26th	27th-28th	29th	1st-3rd	4th-5th	8th-10th	11th-12th	15th-19th	22nd-26th	29th-30th
DEPARTMENT OF FARM	■														
DEPARTMENT OF BOOKSHOP		■													
DEPARTMENT OF ESTATES			■												
DEPARTMENT OF INTERNAL AUDIT				■											
DEAN,SCHOOL OF AGRIC & BIOTECH					■										
DEPARTMENT OF AGRIC & BIOSYSTEMS ENG.					■										
DEPARTMENT OF AGRIC. ECONOMICS & RURAL DEV					■										
DEPARTMENT OF SECURITY AND SAFETY						■									
DEPARTMENT OF HOSTELS/ACCOMODATION							■								
DEPARTMENT OF HEALTH SERVICES								■							
DEPARTMENT OF ANIMAL SCIENCE & MNGNT									■						
DEPARTMENT OF GAMES AND SPORTS										■					
DEPARTMENT OF SOIL SCIENCE											■				
SES DOCUMENTATION CENTRE												■			
DPTMNT OF BUS MNGNT,MRKT & MNGT. SCIENCE													■		
ENVIRONMENTAL DOCUMENTATION CENTRE														■	
DEPARTMENT OF LIBRARY															■
DEPARTMENT OF CENTRAL SERVICES															■

**DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE**

1. Blowing the machines.
2. Wipe/ Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/ University/User
6. Creating workgroups and domains per school/ Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/ User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.





SECTION/DATE	PHASE V: MAY-JUNE 2024													
	MAY								JUNE					
	2nd-3rd	6th-8th	9th-10th	13th-17th	20th-21st	22nd-24th	27th-28th	29th-31st	3rd	4th-6th	7th	10th-14th	17th-21st	24th-28th
DIRECTORATE OF ICT	■													
DIRECTORATE OF STRATEGIC PLANNING & PC		■												
DEPARTMENT OF GUEST HOUSE			■											
DEPARTMENT OF ENVIROMENTAL EARTH SCIENCE				■										
DEPARTMENT OF ENVRNT BIOLOGY & HEALTH SERVICES				■										
DEPARTMENT OF ENVRNT INFORMATION SYSTEMS				■										
DEAN, SCHOOL OF ENVIRONMENTAL STUDIES				■										
UOE NAIROBI LIASON OFFICE					■									
DEAN, SCHOOL OF NATURAL RESOURCES MNGMNT						■								
DEAN, SCHOOL OF ENGINEERING							■							
DEPARTMENT OF MECH AND PROD. ENG								■						
DEPARTMENT OF CIVIL AND STRUCTURAL ENG.									■					
DEPARTMENT OF HOTEL & HOSP MNGNT										■				
DEPARTMENT OF TOURISM & TOUR OPERATIONS MNGNT											■			
DIRECTORATE OF RESOURCE AND MOBILIZATION												■		
DEPARTMENT OF PROCUREMENT													■	
DEPARTMENT OF FORESTRY & WOOD SCIENCE														■

**DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE**

1. Blowing the machines.
2. Wipe/Clean Machines with cleansing Detergent.
3. Installing, updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user. i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag, Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
11. Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC, Team Viewer
12. Backing up of critical departmental data on Server/Backup External Hard Disk Drive/DVDs or CDs.
13. Checking and Repairing faulty network cabling, data sockets and configuring of network devices where applicable.

