UNIVERSITY OF ELDORET

University of
Eldoret
flame of knowledge and innovation

DIRECTORATE OF ICT

MAINTENANCE SIGN-OFF FORM

OFFICE/DIRECTORATE

/DEPARTMENT: _____ **DATE OF SERVICE:** _____

COMPUTER/LAPTOP	DESCRIPTION
COMPUTER/LAPTOP BRAND/NAME	
MODEL NO.	
UOE TAG NO.	
SERIAL NO.	
HDD	
RAM	
PROCESSOR SPEED	

NETWORK DEVICE	DESCRIPTION
DEVICE TYPE/NAME	
BRAND/MODEL NO.	
UOE TAG.NO	
SERIAL NO.	

MAINTENANCE PROCEDURE

MAINTENANCE PROCEDURE	DONE.	PENDING.	NOT APPLICABLE
Blowing/Wiping/Cleaning the Equipment	◇	◇	◇
Antivirus Updates,Scans and Activation.	◇	◇	◇
ERP & other Software installations.	◇	◇	◇
Domain Name/Workgroup Assignment	◇	◇	◇
Data Back up	◇	◇	◇
Configuration/Commissioning/Integration of Network Device	◇	◇	◇
Maintenance Service sticker Tag.No.:_____	◇	◇	◇

OFFICE/DIRECTORATE/DEPARTMENT REPRESENTATIVE

NAME:_____ SIGNATURE:_____ DATE:_____

ICT OPERATIONS AND MAINTENANCE

NAME:_____ SIGNATURE:_____ DATE:_____