



COLLEGE PREVENTIVE MAINTENANCE OF THE IT/ELECTRONIC EQUIPMENTS

Doc Control No.	PRMSU-ASA-CCITSP01	
Effectivity Date	April 29, 2019	
Revision No.	01	Page 1 of 4

Revision History

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DATE: APR 29 2019

1.0 OBJECTIVE

To create and preserve a documented system regarding the maintenance of the laboratory equipment every end of the semesters of the College of Communication and Information Technology (CCIT).

2.0 SCOPE

This procedure applies to all personnel and officials involved at CCIT who maintained, prepared and noted the preventive maintenance of laboratory equipment every end of the semesters.

3.0 REFERENCES

Digital Electronics Laboratory Manual
Academic Calendar

4.0 DEFINITION OF TERMS

Dean – An administrative officer in-charge of a college, faculty or division in a university that supervises the enforcement of rules.

Electronic Equipment – An equipment categorizes as programmer, trainer/simulator, kit and tools utilizes in digital and electronic laboratory.

IT Equipment – An equipment categorizes as server, desktop, laptop, network and peripheral utilizes in computer laboratory and networking laboratory.

IT/Electronic Equipment Preventive Maintenance (EPM) Form – A form used to check and maintain equipment in the laboratories.

IT/Electronic Equipment Identification (IEI) Form – A form used for identifying specifically the equipment such as the brand, model and other components attached in it for preventive maintenance purpose.

Inventory of IT/Electronic Equipment for Preventive Maintenance (IEPM) Form – A form used to inventory the equipment after performing the preventive maintenance.

Laboratory Technician – Personnel who was assigned to repair the IT and electronic equipment of computer, networking, digital and electronic laboratories.

Property Custodian – Personnel or faculty-in-charge who was assigned to maintain the computer, networking, digital and electronic laboratories and kept the IEI, EPM and IEPM forms.

Supply Office – An office in the university that receives, stores and distributes materials and equipment according to the needs of the college and other offices.

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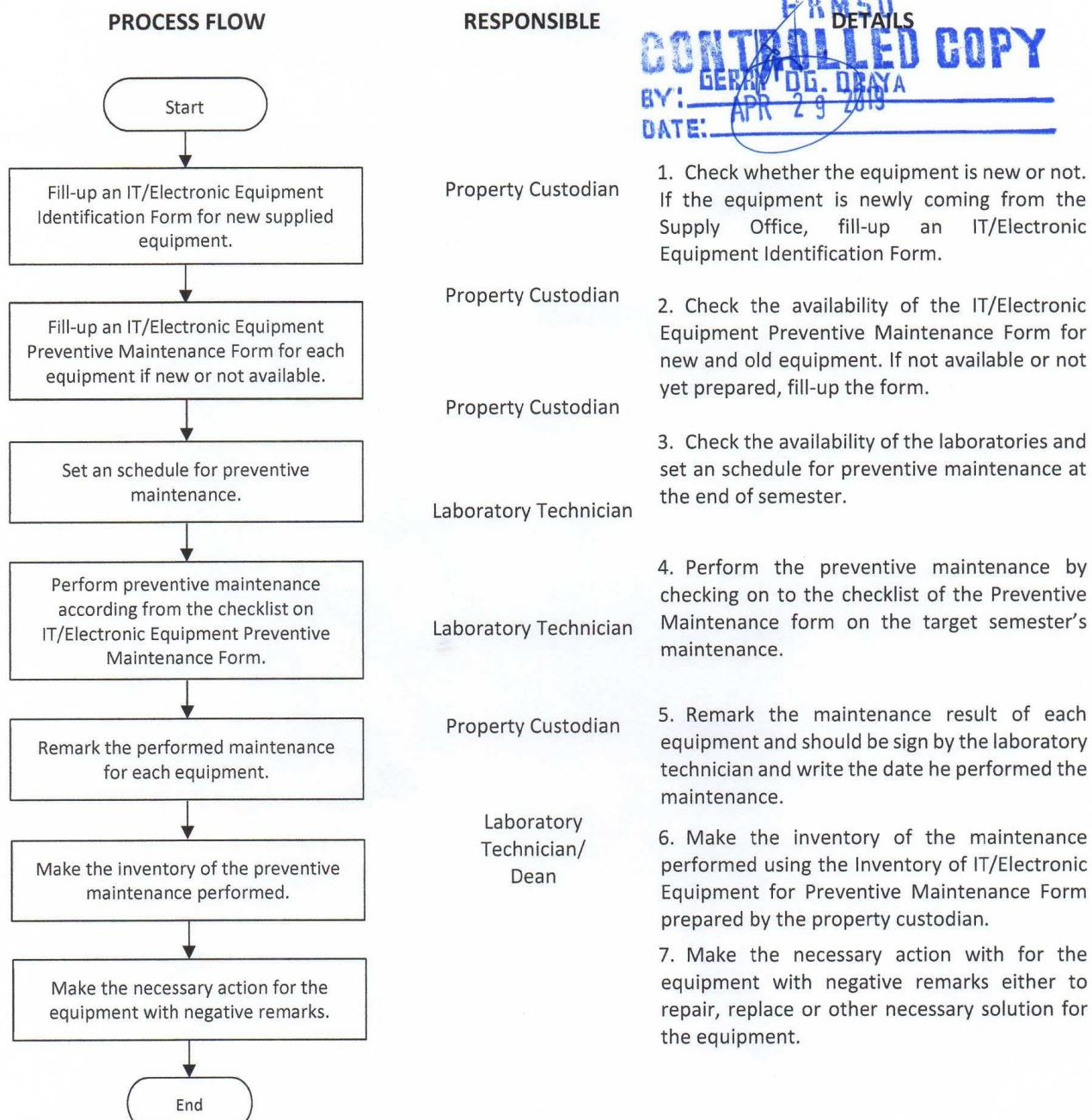
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5.0 PROCEDURES



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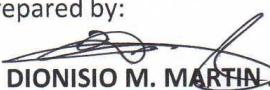
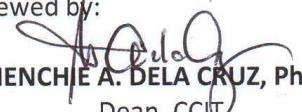
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6.0 ATTACHMENT/FORMS

- IT/Electronic Equipment Identification (IEI) Form
- IT/Electronic Equipment Preventive Maintenance (EPM) Form
- Inventory of IT/Electronic Equipment for Preventive Maintenance (IEPM) Form

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