

COMPUTER MAINTENANCE CHECKLIST

Company
Info

Computer Maintenance Checklist									
Company Info			Maintenance Schedule						Maintenance Task
Company Name: [Text Field]			Frequency		Due Date		Status		
Manager Name: [Text Field]			Monthly	Quarterly	Half-Yearly	Yearly	Completed	Pending	
Email: [Text Field]			Yes	No	Yes	No	Yes	No	
ID	Task Name	Frequency	Due Date	Completed	Pending	Due Date	Completed	Pending	Due Date
001	Backup Data	Weekly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
002	Update Software	Monthly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
003	Check Hardware	Quarterly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
004	Test Network	Half-Yearly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
005	Review Security	Yearly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
006	Check Backup	Weekly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
007	Update Firmware	Monthly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
008	Test Backup	Quarterly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
009	Check Hardware	Half-Yearly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
010	Review Security	Yearly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
011	Backup Data	Weekly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
012	Update Software	Monthly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
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014	Test Network	Half-Yearly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
015	Review Security	Yearly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01
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020	Review Security	Yearly	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2023-10-01

Maintenance
Task

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Jiyuan Zhang



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