|  |  |
| --- | --- |
| **Customer** | PWD, |
| **Region/Division** |  |
| **Work Indent No** |  |
| **Work Code** |  |
| **End User/Institute Name** |  |
| **Purpose of Visit** |  |

**Check List for General Maintenance**

|  |  |  |
| --- | --- | --- |
| **Item** | **Maintenance Task** | **Status** |
| Projector | Clean the Projector & the Lens. |  |
|  | Check image quality & focus. |  |
|  | Verify the internet connectivity. |  |
|  | Check the Cameras. |  |
|  | Check the speakers. |  |
|  | Check all the accessories |  |
| White Board | Clean the white board surface. |  |
|  | Ensure Proper alignment with the Projector. |  |
| Software Bundle | Update all the softwares to the latest version. |  |
|  | Test all functionalities and features. |  |
| UPS | Clean the UPS. |  |
|  | Check Charging functionality. |  |
|  | Check Power Output. |  |
|  | Inspect Battery terminals & Connections. |  |
| Battery | Check Battery levels & Charging status. |  |
| Remarks(if any) |  | |

Note: Please mark the checkboxes corresponding to each task after completion. In the "Status" column, indicate any observations or issues identified during maintenance.

Please ensure that this checklist is duly filled during each visit, and any necessary actions are taken to address maintenance requirements.

Date:

Time:

Headmaster/Principal Seal & Signature

(Name : )

(Mobile No : )

Signature of the Service Engineer: