

IT Hardware Maintenance Checklist

Date:

Technician:

Location:

| Item | Check | Remarks |
|--|--------------------------|----------------------|
| Physical inspection of cables and connections | <input type="checkbox"/> | <input type="text"/> |
| Clean exterior surfaces of hardware | <input type="checkbox"/> | <input type="text"/> |
| Check for firmware/software updates | <input type="checkbox"/> | <input type="text"/> |
| Test power supply and UPS functionality | <input type="checkbox"/> | <input type="text"/> |
| Inspect internal components (fans, drives, etc.) | <input type="checkbox"/> | <input type="text"/> |
| Verify backup process status | <input type="checkbox"/> | <input type="text"/> |
| Check antivirus/antimalware status | <input type="checkbox"/> | <input type="text"/> |
| Review hardware logs for errors | <input type="checkbox"/> | <input type="text"/> |
| Other | <input type="checkbox"/> | <input type="text"/> |

Comments / Notes: