

# COMPUTER MAINTENANCE & SOFTWARE INVENTORY

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Device Name / ID:

Serial Number:

Purchase Date:

Processor:

RAM:

OS Version:

## Software Inventory

Software Name	Version	License Key / Account	Expiry Date
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## Maintenance Log

Task Description	Date Performed	Technician / Notes
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Disk Cleanup & Defrag

OS & Driver Updates

<b>âœ”</b>	<b>Task Description</b>	<b>Date Performed</b>	<b>Technician / Notes</b>
	Antivirus Full Scan		
	Physical Cleaning (Fans/Ports)		
	Backup Verification		
	Registry/Temp File Purge		

End of Document - Confidential Internal Record