



# PUSAT SEBARAN MAKLUMAT NASIONAL (NADI)



## PREVENTIVE MAINTENANCE REPORT (NADI 37/NADI 24)

**SITE DETAILS**

SITE NAME : \_\_\_\_\_ DATE : \_\_\_\_\_  
 PHASE : NADI 37 / NADI 24 \_\_\_\_\_ TECHNOLOGY : \_\_\_\_\_  
 STATE : \_\_\_\_\_ VENDOR : \_\_\_\_\_

SPEEDTEST : (1) Download: \_\_\_\_\_, Upload \_\_\_\_\_ (2) Download: \_\_\_\_\_ Upload \_\_\_\_\_

Please noted (OK) if everything is in good condition  
Please comment if not satisfied or not in good condition

BUILDING	CHECK	REMARKS
<b>WALL / ROOFING / CEILING / TILES</b>		
<b>1. Painted Wall Outside</b> Check and Remarks if there any issues		
<b>2. Painted Wall Inside</b> Check and Remarks if there any issues		
<b>3. Wall Crack and Touch Up</b> Check and Remarks if there any issues		
<b>4. Glass Swing Door</b> Check and make sure in good condition		
<b>5. Roofing</b> Check and Remarks if there any issues		
<b>6. Ceiling</b> Check and Remarks if there any issues		
<b>7. LAN System</b> Check and Remarks if there any issues		
<b>8. Flooring Tiles</b> Check and Remarks if there any issues		
<b>9. Earthing System</b> Check and make sure in good condition		
<b>10. Electrical System &amp; Water Supply</b> Remarks if there any issues		
<b>11. Toilet</b> Remarks if there any issues		
<b>12. Window Blind</b> Remarks if there any issues		
<b>13. Pest Control</b> Remarks if there any issues		

SECURITY	CHECK	QTY	REMARKS
<b>1. Camera CCTV – Indoor / Outdoor</b> Check and make sure camera cctv working properly			
<b>2. DVR CCTV</b> Clean, check and make sure DVR cctv working properly. Remarks if there any issues			
<b>3. LCD Monitor CCTV/ PTZ Controller Keyboard</b> Clean, check and make sure monitor cctv working properly. Remarks if there any issues			
<b>4. Alarm System</b> Check and make sure alarm system working properly. Remarks if there any issues			
<b>5. Magnetic Door</b> Check and make sure working properly. . Remarks if there any issues			

<b>6. Door Bell</b> Check and make sure working properly. . Remarks if there any issues			
<b>7. Grille</b> Check and make sure in good condition. . Remarks if there any issues			
<b>8. Fencing</b> Check and make sure in good condition. Remarks if there any issues			
<b>9. LED Emergency Light / Exit Signage Lamp</b> Check and make sure working properly. Remarks if there any issues			
<b>10. Safe Box</b> Make sure in good condition and remarks if there any issues			

AIR-CONDITIONER	CHECK	QTY	REMARKS
<b>SURFING AREA</b>			
<b>1. General Condition of the unit</b> Check and make sure all air-conditional working properly			
<b>2. Compressor &amp; Outside Drain</b> Check and make sure compressor working properly			
<b>3. Leaking</b> Check and make sure in good condition			
<b>TRAINING ROOM</b>			
<b>1. General Condition of the unit</b> Check and make sure all air-conditional working properly			
<b>2. Compressor &amp; Outside Drain</b> Check and make sure compressor working properly			
<b>3. Leaking</b> Check and make sure in good condition			
<b>SERVER ROOM</b>			
<b>1. General Condition of the unit</b> Check and make sure all air-conditional working properly			
<b>2. Compressor &amp; Outside Drain</b> Check and make sure compressor working properly			
<b>3. Leaking</b> Check and make sure in good condition			
<b>4. Auto-switch For Air-Conditional in Server Room</b> Check auto-switch and ensure temperature in stipulated range			

NADI EQUIPMENT	CHECK	REMARKS
<b>NETWORK EQUIPMENT</b>		
<b>1. Switch</b> Check and make sure equipment working properly		
<b>2. Wireless AP (Wi-Fi Indoor)</b> Make sure internet can surf without cable		
<b>3. Servers</b> <ul style="list-style-type: none"> <li>i. Ensure cleanliness and orderliness of wiringclosets and technical environment</li> <li>ii. Make sure equipment working properly</li> </ul>		
<b>4. Service Gateway</b> <ul style="list-style-type: none"> <li>i. Ensure cleanliness wiring closets and technical environment</li> <li>ii. Make sure equipment working properly</li> </ul>		
<b>5. Uninterruptible Power Supply (UPS)</b> Check and make sure equipment working properly		
<b>ELECTRICAL EQUIPMENT</b>		
<b>6. Stand Fan</b> Clean, check and make sure working properly. Remarks if there any issues		
<b>7. Television</b> Check and make sure working properly. Remarks if there any issues		
<b>8. LCD Projector / Smart Board / Smart TV</b> Check and make sure working properly. Remarks if there any issues		
<b>9. Fluorescent / Halogen Lamp / LED</b> Check and make sure working properly. Remarks if there any issues		

FURNITURES		
<b>10. Counter Area</b> Make sure in good condition (Counter Table, Supervisor Chair, Printer Table & Low Cabinet)		
<b>11. Workstation Area</b> Make sure in good condition (Computer Table & Chair)		
<b>12. Surfing Area</b> Make sure in good condition (Surfing Table & Surfing Chair)		
<b>13. Training Room Area</b> Make sure in good condition (Tutor Table, Tutor Chair, Computer Table & Chair)		
<b>14. Visitor Area</b> Make sure in good condition (Display Cabinet, Brochure Cabinet, Sofa & Coffee Table)		
OTHERS EQUIPMENT		
<b>15. Laminating &amp; Binding Machine</b> Clean, check and make sure working properly. Remarks if there any issues		
<b>16. White Board</b> Make sure in good condition. Remarks if there any issues		
<b>17. Projector Screen/White Screen</b> Make sure in good condition. Remarks if there any issues		

ACCESSORIES	CHECK	REMARKS
OUTDOOR		
<b>1. NADI Signage</b> Check and make sure in good condition. Remarks if there any issues		
<b>2. Directional Signage</b> Check and make sure in good condition. Remarks if there any issues		
INTERIOR – SURFING AREA		
<b>3. Door Stripe</b> Check and make sure in good condition. Remarks if there any issues		
<b>4. Frame 1 (Negaraku 4'x8')</b> Check and make sure in good condition. Remarks if there any issues		
<b>5. Frame 2 (Rukun Negara 4'x8')</b> Check and make sure in good condition. Remarks if there any issues		
<b>6. Picture Frame Leader National &amp; State</b> Check and make sure in good condition. Remarks if there any issues		

COMPUTER SYSTEM & ACCESSORIES	CHECK	QTY	REMARKS
PERSONAL COMPUTER			
<b>1. CPU</b> Checking integrity of hard disks and main boards			
<b>2. Monitor</b> Check and Make sure display working properly			
<b>3. Keyboards</b> Check and make sure working properly			
<b>4. Mouse</b> Cleaning of mouse and track ball counter surface			
<b>5. Uninterruptible Power Supply (UPS)</b> Check and make sure equipment working properly (UPS for PC)			
LAPTOP			
<b>1. Monitor</b> Make sure display working properly			
<b>2. Keyboards</b> Make sure keyboards working properly			
<b>3. Mouse</b> Cleaning of mouse and track ball counter surface			
<b>4. Speaker</b> Make sure working properly			
<b>5. Charger</b> Make sure working properly			

SOFTWARE	CHECK	REMARKS
<b>OS WINDOWS PC &amp; LAPTOP</b> Make sure working properly		
<b>MICROSOFT OFFICE</b> Make sure working properly		
<b>ANTI VIRUS</b> Make sure working properly		
<b>CMS</b> Make sure working properly		
<b>WEBSITE NADI</b> Make sure working properly		
<b>WEB BLOCK</b> <ol style="list-style-type: none"> <li>1. <a href="https://bakeporn.com">https:// bakeporn.com</a></li> <li>2. <a href="https://pussysxxxporn.com">https://pussysxxxporn.com</a></li> <li>3. <a href="https://k.mega586.com">https://k.mega586.com</a></li> <li>4. <a href="https://m-918kiss.com">https://m-918kiss.com</a></li> <li>5. <a href="https://boldprime.com">https://boldprime.com</a></li> <li>6. <a href="https://pbfutures.net">https://pbfutures.net</a></li> <li>7. <a href="https://malaysia-today.net">https://malaysia-today.net</a></li> <li>8. <a href="https://tvpertiwi.com">https://tvpertiwi.com</a></li> </ol>		
<b>PC LANDING PAGE</b> Make sure webpage on landing page internet browser/ screen saver/ wallpaper appear poster of initiative Madani or (according to latest directive by MCMC) on PC Desktop		

REMARKS / COMMENT:

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### VENDOR VERIFICATION

NAME : \_\_\_\_\_  
COMPANY : \_\_\_\_\_  
CONTACT NO : \_\_\_\_\_  
SIGN & STAMP :

### NADI VERIFICATION

NAME : \_\_\_\_\_  
DESIGNATION : \_\_\_\_\_  
CONTACT NO : \_\_\_\_\_  
DATE : \_\_\_\_\_  
SIGN & STAMP :

## **Appendix**

### **Signboard NADI**

### **Status CMS Client**

**Status CMS Admin**

**NADI Counter**

**Alarm Control & Siren**

**CCTV Indoor & Outdoor**

**CCTV Monitor**

**Server Rack**

**Speedtest PC & Laptop**

**Printer, Binding & Laminate**

**UPS**

**Wall Decal**