



SIS Strategic Information Systems Inc.
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WORK ORDER REPORT

Site Location:	Date of Visit:
Technician:	Arrival Time:
	Departure Time:
Visit Type: <input type="checkbox"/> Maintenance <input type="checkbox"/> Billable <input type="checkbox"/> Warranty <input type="checkbox"/> ISP	

Maintenance Checklist:

Meet with Band Manager, Principal, Education Director and confirm all work needed to be completed	
List Work Completed:	
Verify the operational status of the site Internet connection	
Verify proper operations of all printers (including network accessible printers)	
Verify all networked computers have an operational network connection including access to the Internet, network resources and network printers	
Verify all computers have operational and up to date anti-virus and anti-spyware programs	
Verify all computers have up to date Microsoft Window patches/updates in place	
Ad -Hoc Client Request	
List Work Completed if different from above:	

Site Visit Sign Off:

Technician

Client Name

Title