



PC Period Maintenance Inspection Assignment Checklist

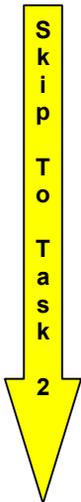
Area Competency F. PC Periodic Maintenance Inspection

<u>Task</u>	<u>Task/Skill</u>	<u>Started</u>	<u>Completed</u>
1.	PC PMI	mm/dd/yy (/ /)	mm/dd/yy (/ /)

Print out the Preventive Maintenance Inspection Study Guide and Assignment Checklist. You and your instructor will use the Assignment Checklist to record your progress through this section. **Start at sub-task "a" and proceed through this portion of the checklist. Once you've completed the Pre-Test go directly to Task 2 – PMI Overview.** Study each of the items carefully while taking notes using your Study Guide. When you are finished with all the lessons you'll need to complete the PMI Exam. Once you've passed the exam, you will receive a CSS Level II certificate.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	1 Min	Computer Aided Inst. Source: CSS Course – PC PMI	Introduction
b.	()	1 Min	Computer Aided Inst. Source: CSS Course – PC PMI	Instructions
c.	()	1 Min	Exercise Source: CSS Course - PC PMI	Assignment Checklist
d.	()	5 Min	Pre-Test Source: CSS Course – PC PMI	PC PMI
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e.	()	30 Min	Exercise Source: CSS Course - PC PMI	Review
f.	()	5 Min	Performance Test	Notebook Review
g.	()		Notes Source: CSS Course - PC PMI	Study Guide
h.	()	20 Min	Exam Source: CSS Course - PC PMI	PC PMI
i.	()		Certification Source: CSS Course - PC PMI	CSS Level II Certificate



 Lastname, First Student Number Period

Complete each subtask in the order presented. Your supervisor will initial each subtask as it's successfully completed. You must indicate the task start and completion dates. Submit this form to the instructor as each task area is completed to receive credit.

Task Task/Skill
2 **PMI Overview**

Play each of the video lessons and study them carefully. Be sure to take notes using the PMI Study Guide jotting down key points regarding the PMI procedure. Keep in mind that you will be conducting a PMI in the next task. You'll need to remember each step and what must be done to safely and properly complete a periodic maintenance inspection.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	5 Min	Video Source: CSS Course – PC PMI Unit: Required Tools and Materials Initial Workstation Inspection	The Workstation PMI
b.	()	15 Min	Video Source: CSS Course – PC PMI Unit: Introduction Tech-Tip - Removing the Cover Tech-Tip - Power Selector Switch Internal Inspection Safety - Rings, Watches, Jewelry CMOS Battery Check Internal Cleaning Tech-Tip - Liquids and Electricity Conclusion	Central Processing Unit (CPU)
c.	()	15 Min	Video Source: CSS Course – PC PMI Unit: Initial Inspection Tech-Tip - Liquids and Electricity External Cleaning	Monitor
d.	()	15 Min	Video Source: CSS Course – PC PMI Unit: Initial Inspection Cleaning	Keyboard
e.	()	15 Min	Video Source: CSS Course – PC PMI Unit: Initial Inspection Disassembly Roller / External Cleaning	Mouse
f.	()	15 Min	Video Source: CSS Course – PC PMI Unit: Introduction Tech-Tip - Using Senses Workstation Diagnostics Testing Floppy Drive Cleaning Hard Drive Maintenance Antivirus, Scandisk, Defrag	Drive Maintenance

Complete each subtask in the order presented. Your supervisor will initial each subtask as it's successfully completed. You must indicate the task start and completion dates. Submit this form to the instructor as each task area is completed to receive credit.

- g. () 15 Min **Video**
Source: CSS Course – PC PMI
Unit: Setup and Adjustment

Workstation Setup

<u>Task</u>	<u>Task/Skill</u>	<u>Started</u> mm/dd/yy (/ /)	<u>Completed</u> mm/dd/yy (/ /)
3	Performing the Workstation PMI		

You'll now complete a Preventive Maintenance Inspection on your computer trainer. Follow the step-by-step instructions in the PMI Guide. **Following the manual is mandatory.** The PMI process is complex and you must not rely on memory alone to perform it. Using the technical manual will not only insure a thorough inspection, it will reduce the likelihood of a costly repair should you make a mistake. Before you start, make sure you have a valid Work Order. Complete the Work Order as you go along.

<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	25 Min	Reading Source: The PC Preventive Maintenance Guide	The PC Preventive Maintenance Inspection
b.	()	20 Min	Exercise Source: The PC Preventive Maintenance Inspection Guide Unit: Exercise 1	The PC PMI
c.	()	45 Min	Performance Test Source: Performing the Workstation PMI	Computer Workstation PMI
d.	()	15 Min	Reading Source: Hard Drive Maintenance	Hard Drive Utilities
e.	()	15 Min	Exercise Source: Hard Drive Maintenance Unit: Exercise 1	Hard Drive Utilities
f.	()	15 Min	Reading Source: Computer Diagnostics Software	PC Diagnostics
g.	()	15 Min	Exercise Source: Computer Diagnostics Software Unit: Exercise 1	PC Diagnostics
h.	()	10 Min	Exercise Source: CSS Course – PC PMI	PMI Work Order

