



Rajarata University of Sri Lanka
Center for Information Technology Services
Computer Maintenance & Assembling Unit (CMAU)

Telephone No: 025-2266792, Web: www.rjt.ac.lk

Maintenance Job Card

Receiving Section Faulty

Type of Equipment System Unit UPS
 Laptop Other

Model Number Serial Number

Fault/ error

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Inspection report of the Technical Officer (Faculty Lab)

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Name: - Signature: -

Telephone No to be notified after repair

I confirm that the warranty period of the devices has been expired.

Head Signature / Rubber Stamp

Date: -

Device was delivered

Device has been received

Signature and Date

Signature and Date

Name and Telephone No

Description of repairs

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Checked by: -

Authorized by: -

The device has been checked and received with removed items.

Name: -

Signature: -

Telephone No: -

Date: -

Instructions for filling the maintenance application

1. Send devices with no warranty. Please send devices under warranty to the place of purchase.
2. If several devices are sent at the same time, separate maintenance applications should be sent for each device.
3. A better description of the fault will lead to minimize the time taken for the repair.
4. Signature of the Head and official Rubber stamp is essential.
5. It should be specifically mentioned when the parts of the device has been removed.
6. If it is necessary to copy the data, it should be mentioned, but please note that in some cases it is not possible to copy the data.
7. The computer equipment referred by the faculties must be sent to the technical officer of the computer laboratory of the relevant faculty after being sent. The technical officer's report is not required for the equipment referred from other departments.
8. Device will not be accepted without maintenance application.
9. It is essential to bring and handover the device for repair to the CMAU along with the duly completed application form.
10. **A permanent employee** of the university must collect the equipment.

System Unit

1. Specially mention when the system unit is sent without the hard disk.
2. Backup data whenever possible and remove all passwords.
3. Avoid sending keyboards, Mouse, devices, power cables and VGA cables. Send only the system unit.

Laptop

1. Be sure to send the power adapter.
2. Backup data whenever possible and remove all passwords.

UPS

1. For machines with capacities from 650 VA to 2kVA it is mandatory to send the maintenance application along with the machine.
2. For machines with capacities from 3kVA to 10kVA it is sufficient to send maintenance application only. Repairs will be done on site'