Computer Maintenance Log Form Sample

This **computer maintenance log form sample** helps track routine checks and repairs efficiently. It ensures all hardware and software issues are documented for timely resolution. Keeping an organized log enhances system performance and extends device lifespan.

Instructions: Fill in the details each time maintenance is performed. Ensure issues and actions are described clearly for future reference.

Date	Technician Name	Device/Asset Tag	Issue Found	Action Taken	Parts Replaced	Next Maintenance Date	Remarks
2024-06-10	Jane Smith	PC-1038	Slow performance, dust buildup	Cleaned fans, ran disk cleanup, updated software	None	2024-07-10	System running smoothly.
2024-06-12	David Lee	NB-2045	Unresponsive touchpad	Reconnected internal cable, updated drivers	Touchpad cable	2024-09-12	Issue resolved; monitor for recurrence.