ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO. SO(MGR)-IT/OLIMS/2006-IT

Musheerabad,
Hyderabad-20,
Dt.September 8 2006.

<u>CIRCULAR NO.EDP(OLIMS/OHMS)-11/08-IT, DATED September 8 2006.</u>

SUB : COMPUTERS – Guide lines to System Supervisors for smooth functioning of computers – Reg.

For the efficient Working of the Computer Systems, It is essential to have the computers in dust free, less humid atmosphere and also to implement correct maintenance practices . Certain guidelines for maintenance and upkeep of the computer cells are furnished below for achieving amore trouble – free systems performance.

1. MAINTENANCE OF COMPUTER CELL :

a). Clean the computer cell daily, preferably with vacuum cleaner.

b).Ensure that the End users clean the Computers ,PC/TERMINAL, keyboards,printers,CPU externally with vacuum cleaner/soft hand brushes and monitors with a clean dry cloth.

c) All Computer hardware should be cleaned with computer cleaning liquid weekly to give a bright and new appearance.

d). Arrange for cleaning of the partition glasses in hjhe computer cell neatly at least once a week.

e). The keyboard should be covered with a polythene cover to avoid dust.

f). Air Conditioner(AC) filter should be cleaned weekly.

g). Ensure all ACs are in working Condition and get the failed ACs repaired immediately. Switch on only AC in console room,use the second AC alternatively.

h). Remove all unwanted material/papers in the Console room like personnel belongings of staff, stationary carbon papers etc. except server and its peripherals and computer table & chain nothing else should be kept in server room.

i)Do not allow anybody with foot wear to enter the computer section.To provide a doormat and to fix a board "DO NOT ENTER WITH FOOT WEATR –REMOVE SOCKS ALSO."

j) Do not allow anybody other than system supervisor, Computer Operators,hardware Engineers and inspecting Authorities inside the computer cell.

k). Do not keep any material like water, papers,pins etc on key boards,printer and PC/TERMINAL.

l). Ensure that doors of the console Room ae closed always.

II. ELECTRIFICATION/ EARTHING MEASURES.

a). Connection should be given to all the computers through UPS only.

b). separate Earth connection should be available for computers section.(Building earth should not be used for computers.)

c. earth pit should be physically checked for any wire cut or any damage once in a week.

d). Earth pit should be maintained regularily(i.e watered), without letting it get dry.

e). Voltage between pahse (P), earth (E), Neutral(N),should be checked regularily(Voltage should be : P to N =230 V,N to E = less than 3V, and P TO E = 227 V .

f).The Wiring color code (phase-Red, earth-green,Neutral- black) should be maintained in all

the plug points.

III. MAINTENANCE OF AC's

a)Switch off the ACs whenever the power fails,Switch on again after comes,run on fan for 3 minutes and then only change it to COOL.

b). ACs should be always be on in console room to control the temperature.

c). get the ACs repaired immediately whenever they fail and close the hole if any AC is taken away for repair immediately with cardboard.

d). Do not keep stabilizers on ground, provide iron/Wooden stands.

e). clean the filter , filter mats and grills regularily.

f). The server should be kept away at least 4 feet from the ACs .Overheating/ Overloading may damage the server components.

IV.MAINTENANCE OF UPS:

a). Maintain the batteries provided to UPS regularily.Arrange to clean surface of batteries, top of of distilled water and application of petroleum jelly on battery.

b). Ensure proper ventilation in UPS room,use exhaust fan,keep the windows always open

c).Check whether UPS is giving correct output or not, Whether giving BEEP sound when batteries voltage is low or not.

d). keep the electrical connections intact.No loose connections should be there. i.e the plug should fix in the socket intact.

e). Ensure that the battery terminals are clean,tight and intact.

f) Keep the batteries on Wooden planks/stands.

g). Ensure proper earth connection to APSEB switch and UPS switch to avoid electrical short circuit.

h). Replace the discharged batteries with new ones. It is advisable to replace all the batteries with new batteries at a time.

i).Do not keep UPS in Bye-pass mode.

j). Ensure all plugs are snug fit,if they are not,the loose connection will damage the equipment.

V MAINTENANCE OF COMPUTER HARDWARE

a). Minimum distance of 1 meter should be maintained between Electric cables and networking cablesto avoid electro-magnetic intereference.

b). It should be ensured that,silica gel packets are available in the CPUs of server and all clients,to maintain correct humidity levels.

c). Do not switch off the CPU to close the system. Use shutdown or close command.

d).All the terminals /PCs network connections to the server are to be disconnected before shutdown the server.

e)Shutdown the server when UPS gives LOW BATTERY BEEP SOUND.

f). Check for loose contact if any,at printer,CPU and PC/TERMINAL.

g). use good media for backups and backup media to be tested periodically.

h) Clean CD-ROM/DAT/cartridge drive at least once in 15 days.

VI. MAINTENANCE OF PC/TERMINAL:

a).Switch off the PC/TERMINAL when not in use.

b).Use keyboards gently,Cover the CPU , MONITOR, and keyboard with thin polythene sheet to avoid damage by dust.

c). Do not keep liquids, pins near the key boards and PC/TERMINAL.

VII. MAINTENANCE OF PRINTERS:

a). Arrange to clean the printer regularily preferably with vacuum cleaner. Keep it free from dust and paper particles

b) Printer top cover must always be in place.

c) Switch off the printer when not in use.

d). Do not use knob to move paper when printer is switched on. Instead use control panel switches. .

   e) Lever gap in printer should be adsted when repaired printer head is used.

   f).Check up whether ribbon is moving while printing, if not get it repaired.

   g) Cover the printer when not in use.

   h) keep all printers in working condition and if not covered in AMC,get it locally repaired.

   i) Keep friction roller away from paper when using ccniinuous stationery.

   jribbon mask weekly.

   k) Clean home position/paper feed/temperature sensors weekly.

   I) Clean carriage guide shaft, paper path, photo sensors and Ribbon mask with dry cloth/iso-propyl-alchohal. (Nail polish remover) weekly

   VII.MODEMS

   a) Get the modem repaired if it does not work.

   b) Keep *the* port, telephone and power connections intact.

   c) Use only UPS power for Modem.

   d) Inform to PO/COS, if telephone connected to modem is not working and get it repaired immediately

   .   If not repairable, process note for new modem.

   a)Do not connect telephone line to the in-built modem as any surges will burn the mother board. use external modem.

   IX MAINTENANCE OF REGISTERS

   a)Separate Log books for Computer, UPS and ACs.

   b)Updating/Wrong Data Entry Register.

   c)Unit history cards for each UPS, AC, PC, Terminal and Printer.

   d)Hardware problem registers for all peripherals.

   X. SOFTWARE MAINTENANCE:

   a)Maintain separate folders for monthly reports of all modules neatly.

   b)inventory statement reconciliation.

   c)Ensure data transfer through media to a!! Depots.

   d)Co-ordinate with ail the module supervisors and wings of the Zonal/Regional Stores in computer matters and in implementation of modules.

   e)Send the soft copy of the periodicals as attachments to Mead Office without fail through e-mail

   f)Assist the end users for correct data entry and advise them wherever required.

   g) To make necessary updation in master tables when ever required duly recording the same,

   h) To take daily, monthly backup of data and test the data at regular intervals.

All the Controllers of Stores are advised to give necessary instructions to the concerned System Managers/ System Supervisors/Module Supervisors and end-users for better maintenance of Computer premises and allied equipment.

EXECUTIVE DIRECTOR(IT & MS)

Taranaka.

To,

The Chief medical Officer,Taranaka Hospital,Taranaka.
All the Controllers of Stores,
APSRTC. Zona! Stores.
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Copy to ED(A) for information.
Copv to ED(KDP&NLR)/ED(H2-KRMR)/ED(VJA&VZM)   r information.
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