

142

MAASAI MARA UNIVERSITY



INTERNAL MEMO

From: HOD, ICT

DATE: June 25th, 2021

T0: DVC (AF&P)


RE: MMU/VC014/011/2013 Vol. 1

SUBJECT: ICT DEPARTMENT MAINTAINANCE AND REPAIR SCHEDULE

I kindly request approval of the attached departmental maintenance and repair schedule to be used for the year 2021-2022 for year.

Thank you


Nooseli Moses
HOD ICT.


Approved
25/6/2021.

7



MAASAI MARA UNIVERSITY

ICT DEPARTMENT



PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2021-2022

		JULY 2021		AUGUST 2021		
Item/Activity	Office	Date	Time	Office	Date	Time
<ul style="list-style-type: none">• Blowing Computers, printers, Ups, Switches/Routers, Photocopier• Updating Antivirus• Data Backup• Patching up the Operating System• Deleting temporary Files	Gender & Equity Office	5th	2.00 PM	Innovation, New & Renewable Energy	2nd	2.00 PM
	Endowment Fund Office	7th	2.00 PM	HR(Registry Office)	4th	2.00 PM
	Development & Estates	8th	2.00 PM	Finance (FO)	6th	2.00 PM
	Health(Clinical Services)	12th	2.00 PM	Finance(Final Accounts)	6th	2.00 PM
	Students Admission	14th	2.00 PM	Finance(Student Finance)	11th	2.00 PM
	Games & Sports Office	15th	2.00 PM	Finance(budgetary control & Compliance)	14th	2.00 PM
	Marketing & Public Relation	27th	2.00 PM	Examinations	17th	2.00 PM
	Ethno bio. & Ethno med.	29th	2.00 PM	Media Lab	17th	2.00 PM



MAASAI MARA UNIVERSITY
ICT DEPARTMENT



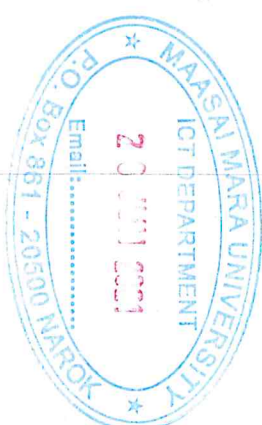
PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2021-2022

SEPTEMBER 2021				OCTOBER 2021			
Item/Activity	Office	Date	Time	Office	Date	Time	
<ul style="list-style-type: none">• Blowing Computers, printers, Ups, Switches/Routers, Photocopier• Updating Antivirus• Data Backup• Patching up the Operating System• Deleting temporary Files	Vice-Chancellor	3 rd	2.00 PM	Finance (Payroll)	4 th	2.00 PM	
	Council Chairman's	7 th	2.00 PM	Reception	6 th	2.00 PM	
	DVC (AF&P)	9 th	2.00 PM	ICT Department	8 th	2.00 PM	
	Registrar Administration	13 th	2.00 PM	Transport Department	11 th	2.00 PM	
	Deputy Registrar (Admin.)	14 th	2.00 PM	Catering Department	13 th	2.00 PM	
	Deputy Registrar (HR)	16 th	2.00 PM	Dean of Students	15 th	2.00 PM	
	Senior Assistant Registrar (HR)	20 th	2.00 PM	Hostels & Accommodation	18 th	2.00 PM	
	Deputy Registrar (Planning)	22 nd	2.00 PM	School of Nursing	20 th	2.00 PM	



MAASAI MARA UNIVERSITY

ICT DEPARTMENT



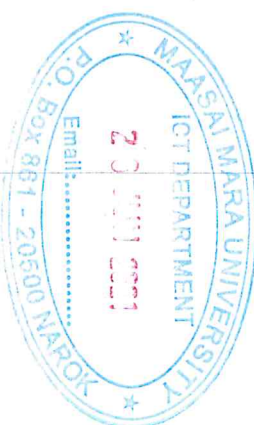
PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2021-2022

		NOVEMBER 2021			DECEMBER 2021		
Item/Activity	Office	Date	Time	Office	Date	Time	
<ul style="list-style-type: none">• Blowing Computers, printers, Ups, Switches/Routers, Photocopier• Updating Antivirus• Data Backup• Patching up the Operating System• Deleting temporary Files	School of Arts & Social Sciences	1 st	2.00 PM	PC&QA	2 nd	2.00 PM	
	School of Business & Economics	3 th	2.00 PM	School of Science & comp Labs	3 rd	2.00 PM	
	School of Education	5 th	2.00 PM	School of TNRM	6 th	2.00 PM	
	DVC (AR&SA)	8 th	2.00 PM	Legal office	8 th	2.00 PM	
	Registrar Academics	10 th	2.00 PM	Security	14 th	2.00 PM	
	Deputy Registrar Academics	12 th	2.00 PM	Procurement	17 th	2.00 PM	
	Senate Secretariat	15 th	2.00 PM	Health(lab Services)	22 nd	2.00 PM	
	Post Graduate Studies	25 th	2.00 PM	Ombudsman (Public Complaints & Compliments)	29 th	2.00 PM	



MAASAI MARA UNIVERSITY

ICT DEPARTMENT



PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2021-2022

	JANUARY 2022			FEBRUARY 2022		
Item/Activity	Office	Date	Time	Office	Date	Time
<ul style="list-style-type: none"> • Blowing Computers, printers, Ups, Switches/Routers, Photocopier • Updating Antivirus • Data Backup • Patching up the Operating System • Deleting temporary Files 	Gender & Equity Office	3rd	2.00 PM	Innovation, New & Renewable Energy	3rd	2.00 PM
	Endowment Fund Office	5th	2.00 PM	HR(Registry Office)	7th	2.00 PM
	Development & Estates	7th	2.00 PM	Finance (FO)	10th	2.00 PM
	Health(Clinical Services)	10th	2.00 PM	Finance(Final Accounts)	14th	2.00 PM
	Students Admission	12th	2.00 PM	Finance(Student Finance)	16th	2.00 PM
	Games & Sports Office	14th	2.00 PM	Finance(budgetary control & Compliance)	18th	2.00 PM
	Marketing & Public Relation	17th	2.00 PM	Examinations	21st	2.00 PM
	Ethno bio. & Ethno med.	26th	2.00 PM	Media Lab	23rd	2.00 PM



MAASAI MARA UNIVERSITY

ICT DEPARTMENT



PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2021-2022

MARCH 2022				APRIL 2022			
Item/Activity	Office	Date	Time	Office	Date	Time	
<ul style="list-style-type: none">• Blowing Computers, printers, Ups, Switches/Routers, Photocopier• Updating Antivirus• Data Backup• Patching up the Operating System• Deleting temporary Files	Vice-Chancellor	3 rd	2.00 PM	Finance(Payroll)	4 th	2.00 PM	
	Council Chairman's	4 th	2.00 PM	Reception	5 th	2.00 PM	
	DVC (AF&P)	8 th	2.00 PM	ICT Department	7 th	2.00 PM	
	Registrar Administration	11 th	2.00 PM	Transport Department	11 th	2.00 PM	
	Deputy Registrar (Admin.)	15 th	2.00 PM	Catering Department	13 th	2.00 PM	
	Deputy Registrar(HR)	17 th	2.00 PM	Dean of Students	18 th	2.00 PM	
	Senior Assistant Registrar (HR)	21 st	2.00 PM	Hostels & Accommodation	20 th	2.00 PM	
	Deputy Registrar (Planning)	29 th	2.00 PM	School of Nursing	27 th	2.00 PM	



MAASAI MARA UNIVERSITY

ICT DEPARTMENT



PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2021-2022

MAY 2022				JUNE 2022			
Item/Activity	Office	Date	Time	Office		Date	Time
<ul style="list-style-type: none">• Blowing Computers, printers, Ups, Switches/Routers, Photocopier• Updating Antivirus• Data Backup• Patching up the Operating System• Deleting temporary Files	School of Arts & Social Sciences	2nd	2.00 PM	PC&QA		2nd	2.00 PM
	School of Business & Economics	4th	2.00 PM	School of Science & Comp Labs		6th	2.00 PM
	School of Education	6th	2.00 PM	School of TNRM		9th	2.00 PM
	DVC (AR&SA)	9th	2.00 PM	Legal office		13th	2.00 PM
	Registrar Academics	11th	2.00 PM	Security		16th	2.00 PM
	Deputy Registrar Academics	17th	2.00 PM	Procurement		22nd	2.00 PM
	Senate Secretariat	24th	2.00 PM	Health(Lab Services)		24th	2.00 PM
	Post Graduate Studies	30th	2.00 PM	Ombudsman (Public Complaints &Compliments)		29th	2.00 PM