Approved
9/11/2026

MAASAI MARA UNIVERSITY
CENTRE FOR ICT & E-LEARNING

E-mail: **ictdirector@mmarau.ac.ke.**
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P.O. Box 861-20500, NAROK
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MEMO

FROM: Director, Centre for ICT & E-Learning

DATE: 25/06/2026

TO: Ag. Deputy Vice-Chancellor (AF&S)

REF: MMU/VC014/011/2013/VOL.1(162)

RE: ICT EQUIPMENTS MAINTENANCE AND REPAIR SCHEDULE

The above subject refers;

I am kindly writing to request approval of the attached ICT Equipment's maintenance and Backup schedule to be used by the Centre for ICT & E-learning as per our QMS procedures in the 2026-2027 financial year.

Thank you

MAASAI MARA UNIVERSITY
CENTER FOR ICT & E-LEARNING
25 JUN 2026
P.O. Box 861 - 20500, NAROK

Prof. Ratemo Makiya Cyprian
DIRECTOR, CENTRE FOR ICT AND E-LEARNING

MAASAI MARA UNIVERSITY
OFFICE OF THE DEPUTY VICE CHANCELLOR AF & S
04 NOV 2026
RECEIVED
TIME
P.O. Box 861 - 20500, NAROK

MAASAI MARA UNIVERSITY

ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2026-2027

	JULY 2026			AUGUST 2026		
Item/Activity	Office	Date	Time	Office	Date	Time
• 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	6th	2.00 PM	HR (Registry Office)	6th	2.00 PM
	Development & Estates	10th	2.00 PM	Finance (FO)	11th	2.00 PM
	Health (Clinical Services)	14th	2.00 PM	Finance (Final Accounts)	13th	2.00 PM
	Students Admission	17th	2.00 PM	Finance (Student Finance)	15th	2.00 PM
	Games & Sports Office	21th	2.00 PM	Finance (budgetary control & Compliance)	20th	2.00 PM
	Marketing & Public Relation	29th	2.00 PM	Examinations	25th	2.00 PM
	Ethno bio. & Ethno med.	31st	2.00 PM	Media Lab	27th	2.00 PM

MAASAI MARA UNIVERSITY CENTER FOR ICT ... LEARNING P.O. Box 861 - 20500, NAROK 2026

MAASAI MARA UNIVERSITY

ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2026-2027

Item/Activity	SEPTEMBER 2026			OCTOBER 2026		
	Office	Date	Time	Office	Date	Time
• Blowing Computers, printers, Ups, Switches/Routers, Photocopier • Updating Antivirus • Data Backup • Patching up the Operating System • Deleting temporary Files	Vice-Chancellor	3rd	2.00 PM	Finance (Payroll)	2th	2.00 PM
	Council Chairman's	7th	2.00 PM	Reception	6th	2.00 PM
	DVC (AF&P)	9th	2.00 PM	ICT Department	8th	2.00 PM
	Registrar Administration	15th	2.00 PM	Transport Department	13th	2.00 PM
	Deputy Registrar (Admin.)	17th	2.00 PM	Catering Department	15th	2.00 PM
	Deputy Registrar (HR)	19th	2.00 PM	Dean of Students	21th	2.00 PM
	Senior Assistant Registrar (HR)	24th	2.00 PM	Hostels & Accommodation	13th	2.00 PM
	Deputy Registrar (Planning)	29th	2.00 PM	School of Nursing	29th	2.00 PM

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CENTER FOR ICT TRAINING
2026
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ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2026-2027

Item/Activity	NOVEMBER 2026			DECEMBER 2026		
	Office	Date	Time	Office	Date	Time
• Blowing Computers, printers, Ups, Switches/Routers, Photocopier • Updating Antivirus • Data Backup • Patching up the Operating System • Deleting temporary Files	School of Arts & Social Sciences	3rd	2.00 PM	PC&QA	2nd	2.00 PM
	School of Business & Economics	5th	2.00 PM	School of Science & comp Labs	3rd	2.00 PM
	School of Education	10th	2.00 PM	School of TNRM	8th	2.00 PM
	DVC (AR&SA)	12th	2.00 PM	Legal office	11th	2.00 PM
	Registrar Academics	17th	2.00 PM	Security	14th	2.00 PM
	Deputy Registrar Academics	20th	2.00 PM	Procurement	17th	2.00 PM
	Senate Secretariat	25th	2.00 PM	Health (Lab Services)	22nd	2.00 PM
	Post Graduate Studies	27th	2.00 PM	Ombudsman (Public Complaints &Compliments)	29th	2.00 PM

MAASAI MARA UNIVERSITY CENTER FOR ICT TRAINING 2026 P.O. Box 861 - 20500, NAROK

MAASAI MARA UNIVERSITY

ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2026-2027

Item/Activity	JANUARY 2027			FEBRUARY 2027		
	Office	Date	Time	Office	Date	Time
• 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	3rd	2.00 PM
	Endowment Fund Office	7th	2.00 PM	HR (Registry Office)	5th	2.00 PM
	Development & Estates	11th	2.00 PM	Finance (FO)	9th	2.00 PM
	Health (Clinical Services)	14th	2.00 PM	Finance (Final Accounts)	12th	2.00 PM
	Students Admission	19th	2.00 PM	Finance (Student Finance)	16th	2.00 PM
	Games & Sports Office	21st	2.00 PM	Finance (budgetary control & Compliance)	18th	2.00 PM
	Marketing & Public Relation	26th	2.00 PM	Examinations	23rd	2.00 PM
	Ethno bio. & Ethno med.	28th	2.00 PM	Media Lab	25th	2.00 PM

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2026

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ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2026-2027

Item/Activity	MARCH 2027			APRIL 2027		
	Office	Date	Time	Office	Date	Time
• Blowing Computers, printers, Ups, Switches/Routers, Photocopier • Updating Antivirus • Data Backup • Patching up the Operating System • Deleting temporary Files	Vice-Chancellor	1st	2.00 PM	Finance (Payroll)	2th	2.00 PM
	Council Chairman's	2nd	2.00 PM	Library	6th	2.00 PM
	DVC (AF&P)	6th	2.00 PM	ICT Department	7th	2.00 PM
	Registrar Administration	9th	2.00 PM	Transport Department	9th	2.00 PM
	Deputy Registrar (Admin.)	13th	2.00 PM	Catering Department	13th	2.00 PM
	Deputy Registrar (HR)	15th	2.00 PM	Dean of Students	16th	2.00 PM
	Senior Assistant Registrar (HR)	23st	2.00 PM	Hostels & Accommodation	20th	2.00 PM
	Deputy Registrar (Planning)	31th	2.00 PM	School of Nursing	27th	2.00 PM

MAASAI MARA UNIVERSITY CENTER FOR ICT P.O. Box 861 - 20500, NARO 2026

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ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2026-2027

Item/Activity	MAY 2027			JUNE 2027		
	Office	Date	Time	Office	Date	Time
• Blowing Computers, printers, Ups, Switches/Routers, Photocopier • Updating Antivirus • Data Backup • Patching up the Operating System • Deleting temporary Files	School of Arts & Social Sciences	4th	2.00 PM	PC&QA	2nd	2.00 PM
	School of Business & Economics	7th	2.00 PM	School of Science & Comp Labs	9th	2.00 PM
	School of Education	11th	2.00 PM	School of TNRM	11th	2.00 PM
	DVC (AR&SA)	13th	2.00 PM	Legal office	15th	2.00 PM
	Registrar Academics	17th	2.00 PM	Security	18th	2.00 PM
	Deputy Registrar Academics	19th	2.00 PM	Procurement	22nd	2.00 PM
	Senate Secretariat	24th	2.00 PM	Health (Lab Services)	24th	2.00 PM
	Post Graduate Studies	28th	2.00 PM	Ombudsman (Public Complaints &Compliments)	29th	2.00 PM

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