

Computer station assessment form

Date _____

Hi-Rise _____

Is there a computer administrator? _____

Name _____

Number of computers installed _____

Operating Systems: 1. _____ 2. _____ 3. _____

Number of computers working _____

If one or more is not working, please explain the problem/s

General area and equipment

Photograph whole computer area and any problems areas you come across.

Checklist- General area and equipment

Item	Yes	No
Is there a sign in sheet or other means for residents to sign in to use the computers?		
Is the computer book available to residents?		
Is the printer out and available?		
Is the printer working? If no, please explain in the space below this table.		
Is the computer area neat?		

Is there enough room to comfortably use the computers		
Are the computers, monitors, and printer secured?		
Are the Presidents Council computer rules clearly posted?		
Are other rules or information posted?		
Is paper provided for the printer?		

Printer problems:

Recommendations:

Security and Software

Are the modem and router out in the open? _____

Are they both functioning correctly? _____

Open a browser and go to 192.168.10.1. Is a password needed to log in? _____

Check the settings. Is OpenDNS configured? _____

Do the computers seem to be running slowly? _____

Is Windows Update on? _____

Is the Windows Firewall on? _____

Checklist- software

Indicate whether or not each program listed is installed and up to date.

Item	Installed (Y/N)	Up to date (Y/N)
Microsoft Office		
OpenOffice		
Microsoft Security Essentials		
Malware Bytes		
CC Cleaner		
Firefox		
7Zip		
Foxit Reader		
The GIMP		
VLC Media Player		
IMG Burn		
Adobe Reader		
Quickbooks		
Windows SteadyState		
Google Chrome		
Calibri		
Defraggler		
Safari		

Other programs installed:

Browser toolbars:

Is the browser set not to remember history? _____

Is Public Fox installed? _____

Is Ad Block Plus installed? _____

Viruses and malware

Virus scan results _____

Malware scan results _____