

Printer/fax maintenance scheduler - Example

Printer name	Location	Type (Laser/inkjet)	Paper replenishment (Daily, weekly etc)	Toner/ink changes required (date next change expected)	Special maintenance needs (eg head alignment on inkjet printer)	Date of next service
Gen-10245	General office	Epson AcuLaser C1100	Daily	30/10/2011	None	01/01/2012
Maint-11025	ICT Support office	Laser B-500DN	Daily	08/12/2011	Clean out paper tray holder	01/01/2012

