

UNIVERSITY OF ELDORET

DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION



ICT MAINTENANCE SCHEDULE

	PHASE I: SEPT-OCT 2025													
	SEPT							OCT						
SECTION/DATE	1st-4th	6th-8th	11th-12th	13th-15th	18th-19th	20th-22nd	25th-29th	2nd-3rd	4th-6th	9th-11th	12th-13th	16th-17th	18th-20th	23rd-27th
DEPARTMENT OF BIOLOGICAL SCIENCES														
DEPARTMENT OF BIOTECHNOLOGY														
DEPARTMENT OF WILDLIFE MANAGEMENT														
DEAN, SCHOOL OF SCIENCE														
DEPARTMENT OF MATHs & COMP.SCIENCES														
DEAN, SCHOOL OF EDUCATION														
DEPARTMENT OF FISHERIES & AQUATIC SC.														
SALARIES														
DEPARTMENT OF CHEMISTRY & BIOCHEM														
DEPARTMENT OF EDUC.PSYCH & SPECIAL ED														
DEPARTMENT OF COMMUNICATION STUDIES														
DEP. OF CORPORATE AND MARKT AFFAIRS														
DEPARTMENT OF EDUCATIONAL FNDTNS														
DEPARTMENT OF LIBRARY														
DEPARTMENT OF CATERING														
SOCIAL SCIENCES														
EDUCATIONAL PSYCHOLOGY														

DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE

1. Blow/Dust off ICT Equipment.
2. Wipe/Clean Machines with Cleaning Solution.
3. Install,update the ESET antivirus, Scan for Malware attacks and Configure automatic ESET Updates.
4. Install Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assign Computer Name to reflect the User Department/University/User.
6. Create workgroups and domains per school/Departments.
7. Record UoE Tag No.,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS on the Minatenance Sign-Off form.
8. Partition Primary HDD for Data Security,Back up and Encryption.
9. Check and Record HDD Capacity, RAM Capacityand Processor Speed.
10. Label each PC/Printer with sticker indicating the date serviced and making recommendations where necessary on damaged equipment.
- 11.Install a Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Back up critical departmental data on Server/External Hard Disk Drives/Partitioned HDD Space.
- 13.Check and Repair faulty Network Cables,data sockets and configure network devices where applicable.

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MAINTENANCE SCHEDULE

SECTION/DATE	PHASE II: NOV-DEC 2025													
	NOV								DEC					
	1st-3rd	6th-8th	9th-10th	13th-17th	20th-22nd	23rd-24th	27th-28th	29th-30th	1st	4th-6th	7th-8th	11th-15th	18th-19th	20th-22nd
DEAN, SCHOOL OF BUSINESS & MANAGEMENT SCIENCES														
DEAN, SCHOOL OF HUMAN RESOURCE DEVELOPMENT														
DEPARTMENT OF ENVIRONMENTAL PLANING, SUSTAINABILITY & GEO-INFORMATICS														
DEPARTMENT OF PHYSICS														
DEPARTMENT OF TECHNOLOGY EDUCATION & COMPUTER STUDIES														
DEPARTMENT OF FAMILY & CONSUMER SCIENCE														
DEPARTMENT OF STUDENT AFFAIRS														
DEPARTMENT OF PUBLIC HEALTH														
DEPARTMENT OF QUANTITATIVE SKILLS & DEVELOPMENT STUDIES														
DIRECTORATE OF INDUSTRIAL LINKS, PARTNERSHIPS & ALUMNI														
DIRECTORATE OF QUALITY ASSURANCE														
DIRECTORATE OF RESEARCH AND INNOVATION														
BOARD OF POSTGRADUATE STUDIES														
EDUCATIONAL MANAGEMENT														
GIS LABORATORY														
STUDENTS ADMISSION OFFICE														

DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE

1. Blowing the machines.
2. Wipe/ Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/ Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.

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DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION



MAINTENANCE SCHEDULE

	PHASE III: JAN-FEB 2026														
	JAN								FEB						
SECTION/DATE	8th	9th-12th	15th	16th-19th	22nd	23rd	24th	25th-31st	1st-2nd	5th-7th	8th-9th	12th-13th	14th-16th	19th-23rd	26th-29th
OFFICE OF THE CHANCELLOR															
OFFICE OF THE COUNCIL															
DEPARTMENT OF LEGAL SERVICES															
OFFICE OF THE REGISTRAR-(ADMINIST.)															
OFFICE OF THE REGISTRAR -(ACADEMIC)															
OFFICE OF THE REGISTRAR-(PLANNING)															
OFFICE OF THE VICE CHANCELLOR															
DEPUTY VICE CHANCELLOR - (A&F)															
DEPUTY VICE CHANCELLOR - (ASA)															
DEPARTMENT OF FINANCE/STUDENT FINANCE															
DEPARTMENT OF HUMAN RESOURCE															
PHYSICS LABORATORIES															
CHEMISTRY LABORATORIES															
MATHEMATICS LABORATORIES															
TECHNOLOGY EDUCATION LABORATORY															
FISHERIES LABORATORY															
DEPARTMENT OF TRANSPORT															

DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE

1. Blowing the machines.
2. Wipe/Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.

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DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION



MAINTENANCE SCHEDULE

SECTION/DATE	PHASE IV: MAR-APRIL 2026														
	MARCH								APRIL						
	4th-6th	7th-8th	11th-12th	13th-15th	18th-22nd	25th-26th	27th-28th	29th	1st-3rd	4th-5th	8th-10th	11th-12th	15th-19th	22nd-26th	29th-30th
DEPARTMENT OF FARM															
DEPARTMENT OF BOOKSHOP															
DEPARTMENT OF ESTATES															
DEPARTMENT OF INTERNAL AUDIT															
DEAN,SCHOOL OF AGRIC& BIOTECH															
DEPARTMENT OF AGRIC & BIOSYSTEMS ENG.															
DEPARTMENT OF AGRIC. ECONOMICS & RURAL DEV															
DEPARTMENT OF SECURITY AND SAFETY															
DEPARTMENT OF HOSTELS/ACCOMODATION															
DEPARTMENT OF HEALTH SERVICES															
DEPARTMENT OF ANIMAL SCIENCE & MNGNT															
DEPARTMENT OF GAMES AND SPORTS															
DEPARTMENT OF SOIL SCIENCE															
SES DOCUMENTATION CENTRE															
DPTMNT OF BUS MNGNT,MRKT & MNGT. SCIENCE															
ENVIRONMENTAL DOCUMENTATION CENTRE															
UOE NAIROBI LIASON OFFICE															
DEPARTMENT OF CENTRAL SERVICES															

DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE

1. Blowing the machines.
2. Wipe/Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.

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DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION



MAINTENANCE SCHEDULE

SECTION/DATE	PHASE V:MAY-JUNE 2026													
	MAY								JUNE					
	2nd-3rd	6th-8th	9th-10th	13th-17th	20th-21st	22nd-24th	27th-28th	29th-31st	3rd	4th-6th	7th	10th-14th	17th-21st	24th-28th
DIRECTORATE OF ICT														
DIRECTORATE OF STRATEGIC PLANNING & PC														
DEPARTMENT OF GUEST HOUSE														
DEPARTMENT OF ENVIROMENTAL EARTH SCIENCE														
DEPARTMENT OF ENVRNT BIOLOGY & HEALTH SERVICES														
DEPARTMENT OF ENVRNT INFORMATION SYSTEMS														
DEAN, SCHOOL OF ENVIRONMENTAL STUDIES														
UOE NAIROBI LIASON OFFICE														
DEAN, SCHOOL OF NATURAL RESOURCES MNGMNT														
DEAN, SCHOOL OF ENGINEERING														
DEPARTMENT OF MECH AND PROD. ENG														
DEPARTMENT OF CIVIL AND STRUCTURAL ENG.														
DEPARTMENT OF HOTEL & HOSP MNGNT														
DEPARTMENT OF TOURISM & TOUR OPERATIONS MNGNT														
DIRECTORATE OF RESOURCE AND MOBILIZATION														
DEPARTMENT OF PROCUREMENT														
DEPARTMENT OF FORESTRY & WOOD SCIENCE														

DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE

1. Blowing the machines.
2. Wipe/Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/ Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.

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DIRECTORATE OF ICT - OPERATIONS AND MAINTENANCE SECTION



PHASE VI :JULY-AUG 2026

	PHASE VI :JULY-AUG 2026													
	JULY								AUGUST					
SECTION/DATE	1st-3rd	4th-5th	8th-9th	10th-12th	15th-19th	22nd-23rd	24th-26th	29th-31st	1st-2nd	5th-6th	7th-9th	12th-13th	14th-16th	19th-23rd
FUNDRAISING AND RESOURCE MOBILIZATION														
OFFICE OF THE VICE CHANCELLOR														
DEPUTY VICE CHANCELLOR - (A&F)														
DEPUTY VICE CHANCELLOR - (ASA)														
DEPARTMENT OF ANIMAL SCIENCE & MNGNT														
DEPARTMENT OF GENDER, EQUITY AND DIVERSITY														
DEPARTMENT OF GAMES AND SPORTS														
DEPARTMENT OF SOIL SCIENCE														
SES DOCUMENTATION CENTRE														
EDUCATIONAL MANAGEMENT														
GIS LABORATORY														
STUDENTS ADMISSION OFFICE														
DEPARTMENT OF COMMUNICATION STUDIES														
DEPARTMENT OF QUANTITATIVE SKILLS AND DEVELOPMENT STUDIES														
DEPARTMENT OF BUSINESS MANAGEMENT														
DEPARTMENT OF TOURISM, TOUR AND TRAVEL MANAGEMENT														
DEPARTMENT OF HOTEL AND HOSPITALITY														
DEPARTMENT OF LIBRARY														

DURING MAINTANANCE SCHEDULE THE FOLLOWING WILL BE DONE

1. Blowing the machines.
2. Wipe/Clean Machines with cleansing Detergent.
3. Installing,updating the ESET antivirus, scanning for Malware attacks and configuring automatic ESET Updates.
4. Installing Licensed Software required by user.i.e Acrobat Reader, MS Office, and ABN Unisol ERP Software.
5. Assigning Computer Name to reflect the User Department/University/User
6. Creating workgroups and domains per school/Departments
7. Recording of UoE Tag,Serial Numbers of CPUs, Monitors, Printers, Scanners, Switches and UPS for Proper keeping of ICT inventory Records.
8. Recording age of the Computers.
9. Checking and Recording of Hard disk Space, RAM and Processor Speed.
10. Labeling each PC/Printer with sticker indicating the date serviced and making recommendation on damaged equipment.
- 11.Installing of Network Management/User Support Softwares for remote ICT Help e.g VNC,Team Viewer
- 12.Backing up of critical departmental data on Server/Backup External Hard Disk Drive/DVDs or CDs.
- 13.Checking and Repairing faulty network cabling,data sockets and configuring of network devices where applicable.

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