

I.T. Report (December)

This report provides a summary of the status of IT equipment and systems within the organization. After conducting a thorough review of all technological resources, we have confirmed that most equipment is functioning as expected. A few devices have been identified as broken or malfunctioning and will be replaced or repaired accordingly to ensure continued smooth operation.

Overall Equipment Status: Most of the IT infrastructure, including computers, servers, printers, and network equipment, is functioning well. Systems operate within optimal performance parameters, with no widespread issues affecting overall productivity.

Broken or Malfunctioning Equipment: Workstations: A small number of desktop computers and laptops are experiencing hardware issues, such as slow performance or failure to power on. **Printers:** Two office printers have been reported as non-functional due to hardware malfunctions. **Network Equipment:** One of the switches is showing signs of intermittent connectivity issues.

Preventative Measures: Routine maintenance checks will be scheduled quarterly to ensure that all equipment is operating properly and to identify any potential issues before they impact users.

The IT department has reviewed all major equipment, and the status of the systems is generally in good condition. The broken or malfunctioning equipment will be replaced or repaired as outlined above. Once these issues are addressed, we expect to see continued stability and performance.