ABSTRACT

Nowadays Information System plays an important role in the organizations. Each organization chooses an Information System in order to standardize the work system and facilitate the work system to users.

Equipments, machines and tools in the office have become more advanced in technology than in the past, and most machines are automated, complex and expensive. Moreover, processing of business has changed from man-made to machine-made. So the volume of output depends much on effectiveness of machine.

In such an environment mentioned above, it is realized that an appropriate preventive maintenance system is essential in modern organizations. This system development is intended to provide preventive maintenance information by developing preventive equipment maintenance of office management system, to study the existing system, to analyze the problem and design a preventive maintenance management system process and map this process as a computerized preventive maintenance system.