

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: Aganahan

Date: 2023-07-17

Conducted by: RUSHKY ESTRERA

Department: T-ASSY Second floor / PE

PC no. : FXC 0301

Factory no. : 2

- ☒ Clean Dust on CPU
- ☒ Deleting Temp/Junk Files
- ☒ Antivirus Scan
- ☒ Disabling Hotspot
- ☒ Windows Update(Optional)
- ☒ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect

☒ OK ☐ Not OK

Check Charger for Defect

☒ OK ☐ Not OK

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

☒ OK ☐ Not OK

Others:

Desktop

Reminders:

must bring this following tools to perform the Computer Preventive Maintenance (CPM), the tools are screwdriver, brush, blower, eraser, crimper and RJ45.

Related Documents: **TFJ-S16-G008**

Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation	RETENTION PERIOD
Efectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:	10 YEARS
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0301

NAME OF USER: Allen Sanchez

DATE: 2023-07-17

ID NO. OF USER: 5263

DEPARTMENT: T-Assy/PE

FACTORY NO.: 2

SCOPE OF WORK: Preventive Maintenance

LAPTOP ☐

DESKTOP ☒

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
HDD 1TB	DELL OVFD52	Sk Hynix HMA851U6AER6N-UH	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Win 10	Professional	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 bit	DELL Vostro 3668	Intel(R) Core(TM) i3-7100 CPU @ 3.90 GHz 3.91GHz	290V9M2

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
loading & lag	Change the HDD to SSD

PM CONDUCTED BY:
RUSHKY ESTRERA
IT MEMBER

PM CONFIRMED BY:
Allen Sanchez
PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation		Retention Period
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	Approved by:	10 YEARS
		SUSETTE SURBANO		REY DAGATAN	AMADITO ORTIZANO	