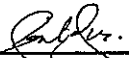


# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature:   
Conducted by: ORVINE PAUL ALMAGRO  
Department: T-ASBY PRODUCTION  
PC no. : TFXC1023  
Factory no. : FACTORY 2

Date: 2023-07-18

- ☒ 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:

## 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: |            |                |   |                           |  |                  | TCF-G116         |          |
| Document No:       | TCF-G112   | VER.           | 2 | Toyoflex Cebu Corporation |  |                  | RETENTION PERIOD |          |
| Effectivity Date:  | 2023-07-15 | Prepared by:   |   | Checked by:               |  | Approved by:     |                  | 10 YEARS |
|                    |            | Rushky Estrera |   | Rey Dagatan               |  | Amadito Ortizano |                  |          |