

GA Division	COMPUTER PREVENTIVE MAINTENANCE CHECKLIST	TMF-G0054
IT		Version 1.00

2023-07-09

FLOR JANE C. ROSALES

2023-07-12

Date:

User Signature:

Conducted by: JD-ANN ARRIBADO

Department: PRDS

PC no. : TFXC 0973

Factory no. : MEDICAL FACTORY

- ☐ 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: TMF-G0058

*It is permitted to use this form in both electronic and hard copy.

*The user have to check and compare versions, effective date and sub master information before printing.