

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: _____

Date: 2023-07-19

Conducted by: RODOLFO JAMES DIVERTE

Department: T-ASSY / Production

PC no. : TFXC0933

Factory no. : Factory 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

N/A ☐ OK ☐ Not OK WiFi only

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
Effectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:
		Rushky Estrera	Rey Dagatan	Amadito Ortizano
RETENTION PERIOD				10 YEARS