

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushby Estrera
 Department: MM 3rd floor
 PC no. : TPC 072
 Factory no. : 4B 3rd floor

Date: 2023-08-03

- ☒ 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-S18-G008**

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

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.:

TFXCO172

NAME OF USER: Ceralyn Marie Mopon

DATE: 2023-08-03

ID NO. OF USER: 006156

DEPARTMENT: MU 3RD floor office

FACTORY NO.: 9B 3~~RD~~ floor

SCOPE OF WORK: Preventive Maintenance

LAPTOP

DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
SSD 500GB	Dell D54NFV	(kingston) kingston KP4T2F-MIN	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Dell Vostro 3250	Intel(R) Core(TM) i3-6100 CPU @ 3.70GHz 3.70GHz	7M2ZK612

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

Rush/ Estreva

IT MEMBER

John

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		