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

User Signature: _Jorang T._   Date: _2022-09-26_
Conducted by: _SHELA MALINGIN_
Department: _PC INDEX_
PC no. : _TFXC0071_
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.