

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: Achanan
 Conducted by: RUSHKY ESTRERA
 Department: T-ASSY / Tungsten
 PC no. : TFX0665
 Factory no. : 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:

~~(not)~~ Windows update 2022H2
 cant proceed due to anti virus (Apexone)

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-S16-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
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0665

NAME OF USER: Angel Grace Chavez

DATE: 2023-07-18

ID NO. OF USER: 6503

DEPARTMENT: T-ASSY / Tungsten

FACTORY NO.: 2

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 20RDS0B000	Ramaxe/ Technology RMSA8270ME8	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	Intel(R) Core(TM) i5-10210U CPU @ 1.60GHz 2.10GHz	PF1X4ERF

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

Johanne 2023-07-0

PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation			Refention Period
		Prepared by: Checked by: Approved by:			10 YEARS		
Effectivity Date:	2023-07-15	SUSETTE SURBANO	REY DAGATAN	AMADITO ORTIZANO			