

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: AB
Conducted by: Rushky Estera
Department: PLM office
PC no. : TPX40678
Factory no. : 4A

Date: 2023-08-10

- ☒ 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:					TFJ-S16-G008	
Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation		RETENTION PERIOD
Efectivity Date:	2023-07-15	Prepared by: Rushky Estrera		Checked by: Rey Dagatan	Approved by: Amadito Ortizano	10 YEARS

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0678

NAME OF USER: Shinorain Limpangay

DATE: _____

ID NO. OF USER: 011880

DEPARTMENT: PLM office

FACTORY NO.: 9A

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 40RD00000000 20RDS0B000	Ramaxeil Technology RMA3270MES	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	PF1X3TFR

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

Rushky Estrova

IT MEMBER

[Signature]

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:	SUSETTE SURBANO	Checked by:	REY DAGATAN
		Approved by:	AMADITO ORTIZANO		10 YEARS