

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: 0754

NAME OF USER: RIVERA MAE ENCARNACION

DATE: 2023-07-26

ID NO. OF USER: 010759

DEPARTMENT: QA PLM

FACTORY NO.: 4A

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 20TDS08FU00	controller 1 - Channel - DIMM 8ATF2G164HZ	16GB
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	11 Gen Intel(R) Core(TM) i5-1135G7 @ 2.40GHz 2.42GHz	PF2WkYLS

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

RUSHAY ESTRERA

IT MEMBER

PM CONFIRMED BY:

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

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: RUSHKY ESTRERA
 Department: Q
 PC no. : TPXC 0754
 Factory no. : 4A

Date: 2023-07-26

- ☒ 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:

Cables Connected

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	