

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 

Date: _____

Conducted by: 70

Department: PE / INFRA

PC no. : TF7C0922

Factory no. : FACTORY 6

- ☐ 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:

* USE WIFI

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:		TCF-G116	
Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation			RETENTION PERIOD	
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	Approved by:		10 YEARS	
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