

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
Conducted by: RUSHKY ESTRERA
Department: QA PLM
PC no. : ITXC07E3
Factory no. : FACTORY 4A

Date: 2023-08-08

- ☒ 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:

Pass

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.: TPXC0753

NAME OF USER: CAIOS COMMON

ID NO. OF USER: CAIOS

DEPARTMENT: QA PLM

FACTORY NO.: FACTORY 4A

SCOPE OF WORK: PREVENTIVE MAINTENANCE

DATE: _____

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512 GB	LENOVO 20TDS0FU00	MICRON 8ATF2G64H2	16 GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
WINDOWS 11	PROFESSIONAL	PROFESSIONAL PLUS	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 BIT	LENOVO THINKPAD E15 GEN 2	INTEL(R) CORE(TM) i5 - 13567	PF2W72P6

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

EVANGELINE JECHEL

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:	Checked by:	Approved by:	10 YEARS
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